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<b>Job Title</b>	Program Manager, Innovation
<b>PVN ID</b>	VA-2203-004669
<b>Category</b>	Managerial and Professional
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	Continuing Education & Workforce Program
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$70,000.00 - \$75,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Aug 31, 2022 (Or Until Filled)

## General Description

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### MISSION

The CUNY Office of Continuing Education and Workforce Programs (CEWP) is dedicated to the mission of connecting academic pursuits with career competitiveness. CEWP works closely with industry to understand the skills required for the most in-demand jobs and trains City University of New York (CUNY) students in those skills to prepare them for early and sustained career success.

### GENERAL DESCRIPTION

The Program Manager, Innovation, will support the Director of Innovation in successfully launching and building dynamic CUNY-wide innovations to improve CUNY graduate abilities to earn a living wage within one year of degree completion. This includes, but is not limited to, overseeing Blackstone LaunchPad (BLP) programs – a set of programs comprised of participating institutions from among CUNY- in a timely, collaborative, and results-oriented manner that engages a diverse set of users and stakeholders.

The individual will also manage key program initiatives in support of the CUNY System Grant management. The role includes: regular written and verbal communications with the Foundation, BLP Grantees, CUNY System principals, CUNY Central Office staff, and other key stakeholders; and development, editing, data transcription, summarizing, and analysis of forms, documents, spreadsheets, templates, and other materials necessary to track and report the performance of the CUNY System institutions.

The ideal candidate will have superior communication skills, both written and verbal, a customer service mindset, an ability to meet deadlines, and the capacity to think creatively to help all stakeholders achieve their goals.

## Other Duties

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### *General*

- Manage the rollout of student engagement projects, such as panel events, skill-building workshops, and internships
- With input and approval from the Innovations Initiatives Director, draft regular written communications, and send to the Foundation, BLP Grantees, CUNY System principals, City University of New York – Central Office staff, and other key stakeholders
- Serve as a secondary University point of contact for the Innovations Initiative Director and be in regular, verbal contact with BLP Program Campus Directors and other principals to monitor performance
- Coordinate, schedule, manage logistics, and distribute follow-up materials for Monthly Directors' meetings and Stewardship Council meetings

### *Manage the commitment for System Semi-Annual Reports*

- Develop Central reporting system for Blackstone Launchpad programs
- Answer questions and troubleshoot issues associated with BLP Program reporting
- Coordinate the gathering of completed reports, including reviewing for compliance, requesting remediation, clarification, or other edits to ensure compliance, and report to the Innovations Initiative Director any concerns
- Provide for the development, editing, data transcription, summarizing, and analysis of forms, documents, spreadsheets, templates, and other materials necessary to track and report the performance of the BLP Programs, on a system-wide level
- Manage CRM or other tools used to cultivate and steward mentors, advisors, pipeline opportunities, potential donors, etc. to support CUNY students and student startups

### *Provide Marketing and Promotional Support*

- Work closely with Foundation leadership to collect interesting student and startup success stories from across the CUNY network
- Highlight interesting events and collaboration across schools
- Work with CUNY System to elevate LaunchPad stories

## Qualifications

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### **Minimum Qualifications**

- Bachelor's Degree with two to four years of relevant experience, or Associate's Degree with three to five years of experience, or equivalent combination of education and experience, supporting programs in education, workforce development, or business development.
- Strong verbal and interpersonal communication skills to work and interact effectively, collaboratively, and cooperatively with a diverse community of students, faculty, staff, and external constituents in a large

organization.

- Detail-oriented and organized with the ability to manage multiple assignments and meet deadlines.
- Strong computer proficiency using standard office software programs, in particular Microsoft Office.
- Flexibility to work some evening hours and occasional weekends preferred.
- Ability to adhere to CUNY's location and hybrid in-person/remote work policies.

### **Physical Requirements**

- This position currently is a hybrid (in office and work-from-home) position. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phone, photocopiers, filing cabinets and other presentation materials
- Ability to travel to other CUNY sites as needed.

### **EEO**

We are committed to enhancing our diverse academic community by actively encouraging people of any race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetic information, disability, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. CUNY is an EEO/AA Employer.