

<b>Job Title</b>	Director of CUNY Internship Programs
<b>PVN ID</b>	VA-2204-004682
<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>	\$100,000.00 - \$115,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jun 15, 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 City University of New York (CUNY), in partnership with various New York City government agencies, offers students the opportunity to gain hands-on experience working at a New York City agency or New York City public school. CUNY Internship Programs are designed to provide City agencies and schools with interns from CUNY colleges and in turn provide CUNY students with valuable paid work experience in their field of study.

The Director of CUNY Internship Programs (CIP) will support internships and experiential learning opportunities university-wide and manage the CIP. The director will report to the Senior Director of Career Development and Internships.

## Other Duties

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- Provide vision and direction through effective leadership and engagement for university-wide internship programs
- Initiate and build partnerships with employers to expand the number of college-wide, internship opportunities for students
- Work collaboratively with campuses to identify and promote internship opportunities for students

- Provide oversight to scholarships, fellowships, and other student award opportunities
- Lead and guide CIP team in the development and management of student internship placement opportunities through collaborative partnerships with colleges
- Provide direct supervision and management to the internship team
- Provide direction to the CIP team with the development and implementation of professional development initiatives for students in collaboration with campuses
- Manage the CIP budget and related fiscal monitoring and reporting; coordinate with fiscal staff of government agencies, as needed
- Work collaboratively with colleges to increase awareness and benefits of participation in experiential learning
- Design strategies to increase the number and type of experiential learning opportunities university-wide, including with nonprofit organizations, small businesses, and community-based organizations
- Work collaboratively with colleges and central office to collect and analyze data, prepare reports on the status of experiential learning opportunities
- Other duties as assigned

## Qualifications

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### Minimum Qualifications

- Bachelor's Degree with five (5) to ten (10) years of relevant experience, or equivalent combination of education and experience in a related field
- Minimum two (2) years of experience in a managerial or supervisory role
- Excellent communication and facilitation skills, experience with employer engagement, fundraising, data management, and project management
- Knowledge of career development education policy issues, especially those related to college & career readiness and a deep understanding of access and equity issues
- Ability to think strategically, problem-solve, and develop programs and plans to achieve organizational goals
- Ability to work independently and collaboratively in a fast-paced, demanding, and complex work environment
- Flexibility to work some evening hours and occasional weekends
- Demonstrated computer skills and experience with standard desktop tools (e.g., MS Word, Excel, PowerPoint; Zoom)
- Ability to travel to multiple sites throughout NYC

### Preferred Qualifications

- Master's Degree in a related field
- Knowledge of either of the following: the CUNY system, the NYC government agencies

### Physical Requirements

- Due to the COVID-19 pandemic, this position currently is a hybrid (work-from-home and office) position. The permanent location of the position in the near future will operate in a professional office environment. Laptop and other equipment will be provided to support working remotely.
- Ability to travel to multiple sites throughout NYC.

## **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.