Job Title	Program Manager, Revature and Campus Partnership
PVN ID	VA-2204-004741
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Continuing Education & Workforce Program
Status	Full Time
Annual Salary	$65,000.00 - $70,000.00
Hour(s) a Week	35
Closing Date	Aug 24, 2022 (Or Until Filled)

General Description

MISSION

The City University of New York's Office of Continuing Education and Workforce Programs (CEWP) oversees and manages a portfolio of programs and initiatives with the purpose of ensuring that all CUNY graduates are able to earn a living wage within one year of degree completion.

GENERAL DESCRIPTION

CUNY has been partnering with Revature Fall of 2016. Revature is a leading technology talent development company that offers CUNY students and alumni a FREE Coding and Software Technology-Immersive Training. Revature's goal is to give CUNY's graduating seniors, and recent alumni PAID, intense industry aligned training, working on real world projects. Revature seeks passionate participants that can drive success for their many Fortune 500 clients and major technology clients.

Other Duties

Branding & Communications

- Initiate and execute meetings with department chairs, directors, and staff to inform them about Revature.
- Present the Revature partnership to senior executives including CUNY central councils.
- Recruit students and alumni to participate in Revature programs.
- Coordinate with the academic affairs and student affairs staff to help solidify working relationships and help communicate the messaging to the campus, student, and alumni population.
- Manage communications between Revature's marketing team, and CUNY central offices.

Logistics

- Identify & secure training space throughout CUNY for Revature training sessions.
- Manage all Revature/CUNY space contracts.
- Mandatory weekly meetings and updates to Revature
- Manage technology requests with campus facility management.
- Data management, including collection and reporting

Other Duties

- Manage all Revature campus events for student recruiting including: Information Sessions, Webinars, Tabling Sessions and Hiring Day.
- Present at campus events including: Career Fairs, Hackathons, Welcome Day.
- Manage social media presence at CUNY through central office and campuses.
- Manage email marketing to faculty, staff and students through various sources.
- Coordinate & assist with all Revature events such as training and informational sessions.
- Manage student progress during trainings and after Revature hire.
- Attend staff meetings and trainings as required.
- Perform special projects and other duties as assigned.

Qualifications

Minimum Qualifications

The successful candidate will have the following knowledge, skills and abilities:

- Two to four years of 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.

Physical Requirements

- This position is located in a professional office environment and is currently hybrid, working 70% in person (7 days) in office and 30% remote (3 days) during every two-week payroll cycle. Laptop may be provided if needed to support working remotely.
- Ability to travel to other CUNY sites as needed.

As of May 27, 2022, all candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law and criteria. Being fully vaccinated is defined for this purpose as two weeks after a final dose in primary series of an authorized COVID-19 vaccine (example: two weeks after the second dose of a two-dose vaccine such as Moderna or Pfizer, or two weeks after a single dose vaccine such as Johnson and Johnson). Final candidates must be fully vaccinated as of their first day of employment.

Newly hired employees will be sent an email with instructions on how to upload their vaccine information on the Research Foundation portal.

EEO

We are committed to enhancing our diverse academic community by actively encouraging people of all race, color, religion, gender, gender identities or expressions, sexual orientation, national origin, genetics, disabilities, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. The Research Foundation of the City University of New York is an Equal Opportunity/Affirmative Action/Americans with disabilities act/E-Verify employer.