Job Title	Senior Manager of STEM Research Academy
PVN ID	VA-2204-004745
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY K-16 Initiatives
Status	Full Time
Annual Salary	$72,000.00 - $80,000.00
Hour(s) a Week	35
Closing Date	Aug 15, 2022 (Or Until Filled)

General Description

CUNY's Office of K-16 Initiatives creates innovative pathways for young New Yorkers to envision and achieve success by engaging strategic partners in confronting systemic educational inequities.

The City University of New York's Office of K-16 Initiatives seeks a full-time Senior Manager to lead the STEM Research Academy. Reporting to the Director of STEM Initiatives, the Senior Manager will lead coordination and development of the STEM Research Academy and other STEM Initiatives projects.

STEM Research Academy (STEM RA) is an immersive, hands-on STEM research experience aimed at building strong STEM career identities among underrepresented students. Students participate in a free, credit bearing, STEM-based College Now course in the spring. Selected students are then paired with a faculty researcher to conduct a hands-on research project during the summer. STEM RA is an integral part of K-16 Initiatives' broader strategy to build STEM pathways from high school into college and increase the numbers of underrepresented students pursuing STEM degrees and careers.

Other Duties

The Senior Manager's responsibilities include:

- Maintain central office coordination and project management of all campus research academies, which includes planning, budgeting, implementation, evaluation, and reporting
- Manage the program budget, faculty lab purchases, and student stipend payments
- Provide training and relationship management for CUNY faculty mentors
- Provide training and coordination of student researchers and support students during their training and summer lab experience
- Conduct site visits to observe workshops and field research placements

- Engage alumni of the program, to connect them with future opportunities in STEM
- Manage relationships with key funders, including regular reporting on program outcomes and supporting development of grant applications
- Oversee the work of a STEM Program Associate who supports the program during part of the year
- Contribute to strengthening and iterating on program strategy and impact for STEM RA and related initiatives
- Support the success of all STEM Initiative programming and unit-wide initiatives at K-16

Qualifications

Minimum Qualifications

- Bachelor's degree required
- Minimum five years' relevant experience managing projects, or related work experience
- Three years' experience working in STEM education or STEM programming
- Strong written and verbal communication skills with ability to work effectively and collaboratively with a diverse community, faculty research professionals, and students
- Strong organizational and follow-through skills to create and execute work plans, prioritize work, coordinate multiple assignments, and meet deadlines
- Excellent proficiency with Google and Microsoft suite programs (including Docs, Excel, PowerPoint), social media platforms

- Commitment to increasing the number of underrepresented students in the STEM pipeline

Physical Demands and Environment Requirements

- Ability to adhere to CUNY's hybrid in-person/remote work policies
- This position is 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 multiple campuses throughout NYC for summer site visits

EEO Info

How to Apply

Position open until filled. Please apply with a resume and cover letter.