



Job Title	Project Manager
PVN ID	VA-2207-004928
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	K16 Initiatives
Status	Full Time
Annual Salary	\$83,000.00 - \$88,000.00
Hour(s) a Week	35
Closing Date	Jan 10, 2023 (Or Until Filled)

General Description

MISSION

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.

GENERAL DESCRIPTION

The City University of New York's Office of K-16 Initiatives seeks a Project Manager to work on the CUNY Early College team. CUNY EC creates, grows, and supports schools committed to early college programs and college readiness outcomes for students who are traditionally underrepresented in higher education. Through the coaching and development of teachers, leaders, and other partners we are restructuring the educational experience to ensure all students are prepared for success in college and their chosen career path.

The Project Manager will collaborate with our schools, creating systems to track program progress, determining and documenting important milestones, and liaising between NYCDOE schools, CUNY campuses and work-based learning partners. Reporting to the Director of CUNY Early College and working closely with the Associate Director of Data and Performance, this person will be sure budgeting tasks and central deadlines are identified and met by all schools in our network. The Project Manager will also maintain a close relationship with both our CUNY EC team members and our NYCDOE affiliates, communicating status reports and assigning tasks as needed.

Other Duties

DUTIES AND RESPONSIBILITIES

Programming & Implementation- 50%

- Creating long- and short-term plans, including setting targets for EC partnerships to help them in adhering to deadlines
- Developing data collection systems for co-curricular programming not captured comprehensively in CUNY or DOE systems including work-based-learning metrics
- Performing quality control on the project throughout development to maintain the standards expected
- Adjusting schedules and targets on the project as needs or financing for the project change
- Coordinating survey administration and data collection with high schools
- Making effective decisions when presented with multiple options for how to progress with the projects assigned, and presenting recommendations to leadership

Communication & Partnerships- 40%

- Coaching high school and campus staff on use of data collection and data management tools, including the New Visions Data Portal and CUNYFirst
- Managing the budget proposal and reconciliation document gathering to insure completeness for review by Director and Associate Dir.
- Supporting Associate Dir. on coordinating Office of Research, Evaluation, and Program Support projects
- Serving as a point of contact for teams when multiple units are assigned to the same project to ensure team actions remain in synergy
- Offering insight and support in the planning of community events and professional development

Other - 10%

- Attend staff meetings and trainings as required.
- Perform special projects and other duties as assigned.

Qualifications

CORE COMPETENCIES/QUALIFICATIONS

Preferred Qualifications:

- Bachelor's degree in Project Management and five years related experience
- Project Management Professional certificate or equivalent certification
- Ability to work independently and collaboratively within a diverse community of students, faculty, staff, and external partners
- Excellent writing, presentation, and group facilitation skills
- Experience with data collection and analysis to support effective program evaluation
- Experience attending and/or working with NYCDOE public schools
- Knowledge of Work Based Learning theories and practices
- Experience in and commitment to college access, work-based learning, opportunity youth, and student

persistence

- Experience working collaboratively and cooperatively with a diverse community of staff, partners, and external constituents
- Experience developing evaluation systems and cycles of feedback to assess areas for improvement supporting effective program operations and evaluation
- Strong written and verbal communication skills and a high level of creative problem solving
- Proficiency in Google and Microsoft suite of programs & otherwise digitally literate and proficient

Minimum Qualifications

- Bachelor's degree and three years related experience required
- Ability to work independently and collaboratively within a diverse community of students, faculty, staff, and external partners
- Excellent writing, presentation, and group facilitation skills
- Experience with data collection and analysis to support effective program evaluation
- Experience working collaboratively and cooperatively with a diverse community of staff, partners, and external constituents
- Experience developing evaluation systems and cycles of feedback to assess areas for improvement supporting effective program operations and evaluation
- Strong written and verbal communication skills and a high level of creative problem solving
- Proficiency in Google and Microsoft suite of programs & otherwise digitally literate and proficient

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.
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 20 pounds), bending, reaching, sitting for prolonged periods of time. Reasonable accommodations will be made for employees with disabilities or other needs per RFCUNY policies.
- 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.