
Job Title	Cultural Corps Program Assistant
PVN ID	VA-2210-005135
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of Careers and Industry Partnersh
Status	Full Time
Annual Salary	\$50,000.00 - \$50,000.00
Hour(s) a Week	35
Closing Date	Nov 22, 2022 (Or Until Filled)

General Description

The Office of Careers and Industry Partnerships is dedicated to the mission of connecting academic pursuits with career preparation. OCIP works closely with industry and the public/nonprofit sectors 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. A spectrum of programs, including its Corps programs, are designed to give students an advantage in the job market and build their skills through work-based learning.

In early 2016, the New York City Department of Cultural Affairs released a report entitled "Diversity in the New York City Department of Cultural Affairs Community," which concluded that the diversity of staff and leadership at City-funded non-profit cultural organizations does not reflect the demographic diversity of the City's population. CUNY Cultural Corps is one effort to diversify the cultural arts sector. CUNY Cultural Corps offers students paid, part-time professional learning experiences during the academic year in arts and cultural organizations throughout New York City.

CUNY Cultural Corps is looking to hire a full-time program assistant to support all aspects of the program implementation which includes, but is not limited to, student and employer recruitment, workshop and professional development activity creation and implementation, and data collection and reporting. The team member will report to the senior manager and will be responsible for monitoring students' participation and development in the program. They will also be responsible for tracking program participants and alumni job outcome data.

Other Duties

- Teach students and employer partners to use technological tools and recommend new tools to improve program performance.
- Develop special events for current CUNY Cultural Corps interns, alumni, and employers to foster

networking, engagement, and professional skills development.

- Assist with alumni and intern outreach and recruitment.
- Monitor, track, and meet with student interns to assess placement needs.
- Assist with the production of internship program material and events.
- Provide support to the Alumni Ambassadors and CUNY Cultural Corps interns and employer partners.
- Provide programmatic and administrative support to the CUNY Cultural Corps program.
- Collect and analyze data and develop processes for tracking participants' engagement and post-program outcomes (e.g, job tracking, future internship placements, etc.)
- Work on other projects as needed.

Qualifications

- A baccalaureate degree with at least one year of relevant experience, or equivalent combination of education and experience.
- Experience in peer mentoring and alumni/student engagement is preferred.
- Demonstrated computer skills, especially in MS excel, and experience with standard desktop tools (e.g. Zoom, Slack, databases, and/or program management software) and willingness to learn new computer skills
- Prior program management experience strongly preferred.
- Knowledge, professional stature, and demonstrated ability to work effectively with multiple stakeholders.
- Outstanding organizational, interpersonal and communication skills.
- Ability to explain complicated processes clearly.
- Ability to earn trust, support students through challenges, and actively listen.
- Ability to set and meet deadlines.
- Excellent teamwork skills.
- Able to work independently, perform multiple tasks simultaneously, and work within a team environment with students, faculty, staff, and administrators.
- Available in the daytime as well as evenings/weekends, and available to travel throughout the tri-state New York City metropolitan area.