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<b>Job Title</b>	Senior Program Manager, Internship to Employment
<b>PVN ID</b>	VA-2305-005612
<b>Category</b>	Instruction and Social Service
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	Office of Career and Industry Partnershi
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$60,000.00 - \$70,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Feb 22, 2024 (Or Until Filled)

## General Description

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### MISSION

With more than 250,000 students enrolled in 25 campuses across the five boroughs of New York City, the City University of New York is the largest urban University system in the United States. CUNY Career Success Initiatives is dedicated to serving students from all 25 campuses, from freshman orientation to post-graduation. Our mission is to understand what employers need and to equip our students with the skills to succeed in a changing and dynamic world of work.

CUNY Office of Careers and industry Partnerships (OCIP) oversees the Internship to Employment (I2E) program, I2E works to connect graduating seniors and recent alumni to 8-week paid internships with small businesses in New York City. The program currently runs twice per year, concurrent with the most common CUNY graduation dates. I2E seeks to meet the immediate talent needs of small businesses while supporting CUNY alumni unable to identify paid internship opportunities during their CUNY tenure and who are seeking professional-track work.

The Senior Program Manager will oversee the day-to-day functions of the I2E program and ensure that that program meets the above stated goals while developing metrics to understand the program's successes and needs.

## Other Duties

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### Duties and Responsibilities

#### Internship Management

Reporting to the Director of CUNY Internship Programs, the Sr. Program Manager will oversee and execute the

following areas:

- Lead the continued development, implementation, monitoring, and evaluation of the program's operations and policies.
- Working with internal and external stakeholders to collect information from student and employers on recruitment on post internship activities
- Supervise a Program Coordinator on day-to-day communications and administrative tasks
- Working with the Program Coordinator, interface with students, small business employer partners, industry intermediaries, CUNY and RF CUNY staff to provide excellent customer service to all project stakeholders
- Coordinate professional development opportunities for interns, including working with employers to offer development.
- Coordinate intern hiring and termination processes in partnership with the CUNY Office of Academic Affairs Personnel Services team
- Co-coordinate the payroll, sub-contracting, and invoicing process for student interns and employer partners in partnership with Personnel Services and the OCIP Grants and Operations team
- Institute regular online survey and work-site check-ins and provide weekly reports on data collected
- Perform program analysis and presenting summaries and annual report

### **Other Duties**

- Other related responsibilities as deemed necessary

## **Qualifications**

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### **Minimum Qualifications**

- Bachelor's degree required and 2-4 years of experience in project management, staffing, higher education, human resources, operations, or related area, or
- Equivalent education and experience in a related field and a record of significant accomplishment; and possession of the core competencies determined to be required at the time of hire
- Highly organized, process-focused, and detail-oriented with excellent time-management skills.
- Excellent communication and interpersonal skills, with a customer-focused approach to working.
- Demonstrated ability to work independently and collaboratively with diverse populations in a fast-paced work environment.
- Ability to think on one's feet and use good judgment to quickly analyze and solve problems. An overall work style that reflects confidence, integrity, initiative, flexibility, and good judgment.
- Strong computer skills required, specifically: proficiency with Microsoft Word, PowerPoint, Excel, Outlook, CRMs, and web-based systems.

### **Preferred Qualifications**

- Experience working with small businesses community
- Experience executing procurements and managing budgets
- Working on grant funded programs

### **Physical Requirements**

- This position operates in a professional office environment. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phone, photocopiers, filing cabinets and other presentation materials
- 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.
- Ability to travel to other CUNY sites as needed.