
Job Title	Project Management Specialist
PVN ID	VA-2402-006103
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

Department

Status	Full Time
Annual Salary	\$85,000.00 - \$95,000.00
Hour(s) a Week	35
Closing Date	Apr 05, 2024 (Or Until Filled)

General Description

Mission

The City University of New York (CUNY) is the nation's largest urban public university and serves 235,000 degree-seeking students and 150,000 non-degree students across 25 campuses. 77% are students of color. CUNY's core mandate is to provide a high-quality, affordable education to all New Yorkers. CUNY is a springboard of economic mobility. 50% of students hail from households earning less than \$30,000. In recent decades, CUNY has lifted more individuals from the lowest economic quintile to the highest economic quintile than the Ivy League, Stanford, Carnegie Mellon, and MIT combined. Furthermore, 1 out of every 73 undergraduate/graduate students in America is a CUNY student, making our students' success a driver of national outcomes.

The CUNY Office of Careers & Industry Partnerships (OCIP) reports to the Chancellor and the University Provost and is tasked with ensuring that 1) more CUNY students can launch and advance in careers of their choosing more quickly, and 2) more organizations can grow equitably thanks to CUNY talent, expertise, and assets. Guided by CUNY's seven-year strategic plan, *CUNY Lifting NY*, OCIP develops and implements partnerships, investments, and policies that are designed to increase the career success of degree and non-degree students alike. Among the top priorities mentioned in the strategic plan is the alignment and integration of career aspirations into academic programming.

General Description

The CUNY Office of Careers & Industry Partnerships (OCIP) is seeking a Project Specialist to manage a portfolio of projects that implement technological solutions and coordinate cross campus solutions that allows CUNY to meet its bold 2030 goals. Reporting to the Chief of Staff and helping to drive a unit of almost 60 staff toward CUNY strategic goals, the Project Specialist will review potential products and pathways toward goal achievement, develop project charters and plans, recommend pivots, and partner on developing metrics. The ideal candidate will have robust project management knowledge, superior communication skills, both written and verbal, a customer service mindset, an ability to meet deadlines, and the capacity think creatively to help all stakeholders achieve their goals.

Other Duties

- Research, document, and coordinate internal resources and third parties/vendors for the execution of projects related to student career success across CUNY Central office and 25 campuses;
- In partnership with the Chief of Staff, develop project scopes and objectives, involving all relevant stakeholders;
- In partnership with Sr. Director of Operations and Finance, ensure resource availability and allocation;
- Develop a detailed project plans to track progress;
- Use appropriate verification techniques to manage changes in project scope, schedule and costs;
- Measure project performance using appropriate systems, tools and techniques;
- Report and escalate to management as needed;
- Manage the relationship with campuses and central office units;
- Perform risk management to minimize project risks;
- Establish and maintain relationships with third parties/vendors;
- Create and maintain comprehensive project documentation;
- Performs related duties, as assigned.

Qualifications

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

- Bachelor's Degree with two (2) to four (4) years of relevant experience, Associate's Degree with three (3) to five (5) years of experience, or five (5) to seven (7) years equivalent combination of education and experience, supporting programs in higher 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;
- Nuanced understanding of stakeholder engagement and coalition building;
- Detail-oriented and organized with the ability to manage multiple assignments and meet deadlines;
- Experience scheduling and managing multiple projects;
- Experience with project management;
- Ability to think strategically and creatively, and problem-solve, to help the division reach its goals;
- Ability to work independently and collaboratively in a fast-paced and complex work environment;
- Ability to manage competing priorities and multiple projects;
- Commitment to CUNY's mission of promoting the equitable upward economic mobility of graduates;
- Ability to adhere to CUNY's location and hybrid in-person/remote work policies;
- Ability to travel to multiple sites throughout NYC.

Beyond the minimum qualifications, candidates with the following qualifications will be preferred:

- Experience with data management, and project management within higher education;
- Experience with CRMs or other cloud-based platforms, especially loading into a new one;

- Demonstrated understanding or previous experience navigating the unique strengths and opportunities presented by CUNY campuses, system, and student body;
- Knowledge of best practices for data collection, analysis, and communication to mobilize a diversity of stakeholders towards a common goal;
- Demonstrated team-player mentality, willing to roll up sleeves and assist with all-hands-on-deck efforts as needed;
- Commitment to inclusive approaches to partnership development, including respect for, sensitivity to, and encouragement of diverse perspectives.

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. A 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.
- Ability to travel to other CUNY sites as needed.

How to apply:

For full consideration, upload a position focused cover letter and résumé as ONE MS WORD or ADOBE PDF DOCUMENT in the RESUME FIELD. Your cover letter should specifically describe your work experience as related to the duties of this position.