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<b>Job Title</b>	Program Director Academic Learning Initiative Cyber-NYC
<b>PVN ID</b>	VP-1905-003083
<b>Category</b>	Managerial and Professional
<b>Location</b>	OFFICE OF EXEC VC & UNIVERSITY PROVOST
<b>Department</b>	Office of Academic Affairs
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Sep 09, 2019 (Or Until Filled)

## General Description

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**Please make sure to submit a cover letter with your application.**

### MISSION

The Cyber NYC Applied Learning Initiative (ALI) is a collaborative endeavor between the New York City Economic Development Corporation (NYCEDC), and several academic and industry entities charged with the mission of establishing New York City as a global leader in cybersecurity education, training, and talent. As part of this initiative, CUNY is seeking to hire an individual to coordinate and manage programs funded under the Academic Learning Initiative (ALI), as well as liaise with industry and government to meet Cyber NYC program objectives.

NYCEDC's Cyber NYC initiative is a \$100 million suite of public-private investments to establish New York City as a global leader in cybersecurity and catalyze jobs. The initiative will strategically grow NYC's cybersecurity diverse talent pipeline and workforce, help companies thrive, and build networks and community spaces.

### GENERAL DESCRIPTION

The Governance Program Director will manage the governance associated with the strategic and daily coordination of the various ALI/Cyber Boot Camp programs and projects, as well as the daily operations of CUNY programs and projects. The Program Director will be responsible in organizing and convening the industry and academic committees and councils that will be part of the ALI/Cyber Boot Camp governance structure. The Governance Program Director will be the public face of the Governance body of the Cyber NYC ALI/Cyber Boot Camp.

The Program Manager will also oversee daily operations and coordinate among CUNY ALI programs and the New York City Economic Development Corporation (NYCEDC) to ensure timely delivery of all services, tasks,

and sub-tasks, as defined under the Cyber NYC contracts

## Other Duties

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- Overseeing the planning and execution of the strategic vision of the governance bodies associated with the ALI and Cyber Bootcamp;
- Coordinating among operators and program leads across ALI and Cyber Bootcamp programs to ensure the timely delivery of all Services, Tasks, and Sub-tasks, as outlined and required under the Cyber NYC contract agreement;
- Undertaking management activities throughout the duration of the Cyber NYC program cycle;
- Managing relationships with universities, industry partners, NYCEDC as well as all other stakeholders;
- Working with program managers, Cyber NYC operators and NYCEDC to establish and execute strategies for program branding;
- Working to ensure timelines are duly met as per Cyber NYC contract and agreement;
- Marketing to Cybersecurity Talent Development Council and related governance bodies' beneficiaries via digital outreach and in-person events, and corporate sponsorship;
- Work closely with all Cyber NYC industry partners and operators to organize events, academic summits and workshops;
- Authorizing expenditures, tracking expenses, and operating within budgets consistent with RF policies and sponsor requirements;
- Maintaining related records and submitting reports on a timely basis;
- Overseeing project completion and final storage/distribution of project records and equipment;
- Overseeing partnership development and fundraising/sponsorship efforts to help CUNY ALI projects secure matching funds and ensure projects' long-term sustainability;
- Developing and deploying communications and marketing materials designed to facilitate industry recruitment, onboarding, and retention;
- Along with the ALI project managers, maintaining related records and submits reports on a timely basis;
- Financial management for the CUNY ALI programs - meeting with ALI program personnel to review budgets and project deadlines;
- Developing and streamlining reporting formats across all programs as needed and delivering required reports in cohesive and structured format as defined under the Cyber NYC contracts;
- Provide operations and programmatic support to Programs as needed and appropriate such as supporting Programs in preparing materials for tracking of deliverables and issuing of invoices;
- In conjunction with program personnel and key partners, develop monitoring and evaluation mechanisms and materials;
- Identifying synergies between ALI Programs and create a cohesive collaborative ecosystem;
- Performing the duties of lower level positions as needed; performing other duties as assigned;
- Meeting with NYCEDC's Project Team on a regular basis to report on Project progress, review status reports, report on the status of sub-contractor and program work progress as well as provide timely response to NYCEDC requests for information.

## Qualifications

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- Bachelor's Degree and at least 5 years combined experience in the cyber security industry and higher education. Master's Degree preferred.
- Excellent communication and facilitation skills, experience with employer engagement, fundraising, data management, and project management.
- Ability to think strategically, problem-solve, and develop programs and plans to achieve Cyber NYC ALI/Cyber Boot Camp goals.
- Ability to work independently and collaboratively in a fast-paced, demanding, and complex work environment.
- Ability to integrate large or complex projects with the work of ALI/Cyber Bootcamp operators in order to resolve conceptual or practical issues and ensure a strategy for overall project success.
- Ability to travel to multiple sites throughout NYC.
- Experience in planning, implementing, and managing initiatives or programs from inception to completion.
- Excellent organization skills and impeccable attention to detail.
- Exceptional communication and writing skills.
- Outstanding analytical, problem-solving, creative thinking abilities; enterprising self-starter and team player.
- Proven ability to work well under pressure and adapt quickly to change.
- Knowledge of the cybersecurity industry and an understanding of NYC's educational landscape strongly preferred.
- Proficiency with Microsoft Office, including Excel, Access, Word and PowerPoint.

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. CUNY is an EEO/AA Employer.