
Job Title	Project manager
PVN ID	YC-2208-005046
Category	Research
Location	YORK COLLEGE
Department	Academic Affairs
Status	Full Time
Annual Salary	\$40,000.00 - \$50,000.00
Hour(s) a Week	35
Closing Date	Oct 25, 2022 (Or Until Filled)

General Description

The Project manager will oversee integration of the academic and non-academic service delivery to students, including pre-college support activities, learning communities, booster workshops, writing studios, study groups, summer research experiences and development of online curricula and the Study Group Leaders, who will lead the Peer-led Study Groups.

- Coordinate project activities
- Collect project data
- Organize events
- Maintain records
- Monitor Financial and personnel paperwork
- Provide continuity and organization

Other Duties

- Perform other tasks consistent with the goals and objectives of this position and as assigned.

Qualifications

STEM or Education Ph.D. preferred; master's degree required.

- At least three years of experience, preferably in higher education;
- Excellent oral, written and computer skills; excellent interpersonal and organizational skills, maturity and discretion;
- Ability to communicate effectively with senior academic administrators and faculty;
- Demonstrated commitment to project objectives and to fostering educational success for ethnic minority students.
- Desired qualifications: some supervisory experience working with minority population, low-income, first-generation students.