
Job Title	Early College Mentoring and Internship Program Developer
PVN ID	VA-1606-001231
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Early College Initiative
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Aug 22, 2016 (Or Until Filled)

General Description

The Early College Initiative at The City University of New York (CUNY) supports seventeen new public schools in New York City that begin in the 6th or 9th grade, serve approximately 500-650 students each, and blend a rigorous college-prep curriculum with the opportunity to earn an associate degree or up to two years of college credit while in high school. The main goal of these schools is to provide students with the confidence and skills necessary to graduate from both high school *and* college.

Seven of these schools in the Early College Initiative network aim to provide students with significant work-related experiences in addition to their high school and college coursework. These Early College & Career, 9-14 high schools have strong partnerships with leading employers (e.g., IBM, Montefiore Medical Center, Con Edison) that play a variety of roles within the schools, including, planning curriculum, mentoring students and staff, hosting interns and participating in school steering committees. While some employers are well equipped to perform these functions, others may need support, guidance, and practical tools that will help them work closely with the schools.

The Program Developer will work closely with the ECI Work-based Learning team and ECI staff to support a variety of work-based learning initiatives at these seven schools.

The Program Developer will support mentoring activities by:

- developing tools and training materials for employer who participate in mentoring programs
- creating on-boarding programs and processes for mentors
- supporting employer efforts to recruit and retain mentors
- working with school staff to collect appropriate data on mentoring activities, including participation rates.

The Program Developer will support internships by:

- engaging with employers in planning internship opportunities
- representing the schools and employers at appropriate networking opportunities
- recruiting new employers to serve as partners and provide internship opportunities
- working with school staff to plan systems and processes for students to apply to appropriate internship opportunities
- developing best practice guides for schools and employers in supporting student internships
- working with school staff to collect appropriate data on internship activities

The Program Developer will need to work well with high school teachers, college faculty and managers and professionals from the technology, health care, media, advertising and energy industries.

Other Duties

Projects will vary throughout the year but may include:

- Creating integrated project plans with key milestones, points of collaboration, and deliverables.
- Assessing the readiness and experience level of employers, high schools and college partners to successfully participate in mentoring and internship programs.
- Strategizing with employers, high schools and college partners to successfully implement mentoring and internship programs.
- Developing and hosting mentoring training for employer partners in conjunction with school staff, particularly Work-Based Learning Coordinators, Industry Liaisons, and employer partner human resources staff.
- Work closely with schools and employer partners to launch mentoring and internship programs in schools with an eye toward developing capacity within schools and consistency across the network.
- Developing a scalable staffing plan for managing school-based mentoring and internship programs with CUNY ECI assistance.
- Conducting on-site follow up for internship and mentoring programs.
- Developing criteria with which to evaluate internship and mentorship programs in the Early College & Career, 9-14 school model.
- Utilizing an online platform for tracking and managing internships, mentoring and other work-based learning experiences.
- Keeping notes and records of support activities, and preparing for meetings with the DOE Office of Postsecondary Readiness as well as other current and prospective stakeholders.
- Participating in ECI network events and activities.

Qualifications

- Bachelor's degree required; Master's degree in a relevant field of study preferred;
- A minimum of four years of related experience in education and/or workplace training organizations;

- Experience working with educators and professionals from a range of different industries;
- Experience in workforce development programs at colleges preferred;
- Strong data analysis as well as research and evaluation skills;
- Strong project management skills, ability to juggle multiple projects and adapt to changing circumstances;
- Experience with network development and building relationships with external partners;
- A commitment to enabling high school students to succeed in college-level courses and be prepared for the world of work;
- Excellent written and oral communication skills;
- Excellent computer skills.