Job Title	Program Manager
PVN ID	BA-2502-006699
Category	Managerial and Professional
Location	BARUCH COLLEGE
Department	
Status	Full Time
Annual Salary	$85,000.00 - $99,000.00
Hour(s) a Week	35
Closing Date	Mar 19, 2025 (Or Until Filled)

General Description

Baruch College seeks an ambitious Program Manager to oversee the preparation, planning, launch, and implementation of the Tech Talent Pipeline (TTP) Residency at the Paul H. Chook Department of Information Systems and Statistics. This person will lead a team responsible for ensuring the success of a program slated to support TTP Residents (25-40 students per internship cohort, but cumulative over several cohorts).

The ideal candidate for this position is excited to direct the implementation of a program from start to finish and motivated by the challenge of working with a team to create new program elements. This person is an optimistic, self-directed problem solver with strong attention to detail for tracking programmatic activities and deadlines and can simultaneously focus on the overarching programmatic outcomes--equipping Baruch CIS students with the technical and professional skills they need to land tech jobs at the intersection of technology and business

About Paul H. Chook Department of IS and Statistics

The largest accredited collegiate school of business in the United States, Baruch College's Zicklin School of Business has earned a national and international reputation for excellence. It offers nationally ranked undergraduate, part-time, and full-time MBA programs, specialized masters, and doctoral programs. The Paul H. Chook Department of Information Systems and Statistics offers undergraduate majors and minors in Information Systems (IS) and in Statistics and Quantitative Modeling (SQM).

About the TTP Residency @ Baruch College

The TTP Residency @ Baruch College program is designed to deliver qualified tech talent to local employers and short-term professional opportunities to competitive NYC undergraduates. A partnership between the NYC Tech Talent Pipeline and Baruch College, TTP Residency gathers valuable feedback from host businesses to better align tech education with the workforce needs of NYC employers looking for students starting STEM careers at the intersection of business and technology.

The program manager will work with students from three tracks of the UG CIS majors (cybersecurity, data

analytics, and general tracks). The program manager has the unique opportunity to set up the internship pipeline infrastructure for CIS graduates that has the potential to be scalable and highly impactful upon successful completion.

Other Duties

- Develop residency participant recruitment, assessment, and selection strategy
- Oversee data collection and service delivery for residency participants
- Assess applicants' CIS skills (appropriate to each track in CIS), coding knowledge, as well as professional skills
- Work with employer partners to develop internship descriptions and plans
- Hold technical conversations with recruiters from participating employers
- Administer the internship matching process with the hiring companies
- Regularly report on program progress and outcomes to TTP
- Oversee program logistics such as pre-internship training (including attendance), site visits, and graduation events
- Work to integrate TTP residency into CUNY2xTech and the college's infrastructure, including gaining buy-in from faculty and bringing employers to campus to promote post-education opportunities
- Conduct a program review and assessment of the recruitment, assessment, and selection strategy for continuous improvement for subsequent cohorts
- Meeting with students on a regular basis to make sure they are on track to meet the goals and requirements of the program
- Drive all student engagement activities across the current and the previous cohorts. This also includes all student-focused communications such as newsletters, job postings, program updates via email and other activities
- Serve as the primary point of contact and resource for Participants throughout the internship
- Maintain regular records of program inputs, outputs, and outcomes that can be easily shared with TTP using the templates provided during weekly progress meetings
- Plan opportunities for Participants to network and to showcase their technical projects upon completion of the Program to employer representatives, the College community, and the greater NYC tech sector
- Work with the Career Coach and the larger CUNY2xTech team to support Participants' job searches and connection to employment
- Sustain relationships with NYC-based employers and support sourcing of technical internship opportunities

Qualifications

- Bachelors Degree required
- 2-4 Years' experience working in program management
- Project/Program Management experience
- Experience dealing with undergraduate students and recent alumni
- Comfortable with employer outreach business development and partnership building
- Understanding of the tech ecosystem scene, as understood broadly (e.g., jobs, careers, companies,

meetups, fairs, networks)

Preferred Qualifications:

- Experience working at a tech boot camp, setting up workshops or seminars
- Experience working at a College Institution (full or part time)
- Experience working on Grants (MOUs, proposals, data collection)
- Information Systems/Computer Science degree or work experience in technical field
- Technical knowledge, including practical experience with a major programming language or frameworks/certifications in programming, data science, AI, or cybersecurity