Job Title	Computer Science Co-op Program Manager
PVN ID	CC-1807-002617
Category	Research
Location	The CITY COLLEGE of NEW YORK
Department	CCNY Career and Professional Development
Status	Full Time
Annual Salary	$60,000.00
Hour(s) a Week	35
Closing Date	Sep 05, 2018 (Or Until Filled)

General Description

CUNY 2x Tech is a $20M Mayoral initiative to double the number of tech bachelors awarded by public colleges by 2022. It entails a comprehensive investment in the instruction, advising, and experience that are essential to prepare New Yorkers for 21st-century tech jobs in NYC. All CUNY 2x Tech faculty and staff members will play a critical role in ensuring that the college's tech education is aligned with industry demand. The role will involve significant work directly with NYC-based industry partners and the NYC Tech Talent Pipeline to review curricula, provide feedback on students' job-readiness, present in the classroom and ensure that the overall tech education at the college is preparing students with the academic and career readiness skills they need to succeed.

Reporting to the Director of Career and Professional Development, Computer Science Co-op Manager will ensure the success of the CS Co-op Program and become a career and workforce development expert in the field of Information Technology. The individual will use their expertise to assist students in developing themselves professionally to enable them to achieve their career goals in Information Technology.

Other Duties

- Create and implement strategies for promoting participation in the Computer Science Co-op Program
- Review student transcripts and applications to verify they are eligible to participate in the co-op program.
- Regularly meet with students to professionally prepare them for their professional goals in the IT industry.
- Ensure students have completed required IT and professional training for CS Co-op Program
- Attend and/or complete required trainings by the university and additional training as determined by the Director

- Develop new and build on existing business and industry relationships to find and develop co-op/internship opportunities to ensure co-op participants have a co-op placement.
- Coordinate with administrators, faculty, college personnel and industry partners to provide feedback in

regards to technology industry trends.

- Serve as direct contact for industry partners involving all aspects of co-op/internship placements.

- Maintains student records, monitors student progress and attendance, and performs record-keeping activities as appropriate.
- Provides reports to the college administration and city officials regarding the success of the Computer Science Co-op Programs and the trends of the IT industry.
- Supports the development, analysis, and assessment of Student Learning Outcomes (SLOs) to ensure the measurement and improvement of program effectiveness in collaboration with the supervisor or site manager, and faculty mentor. Implements program modifications as necessary.
- Abide by all applicable executive orders, federal, state, and local laws, rules and regulations, as well as university policies and procedures relating to adjunct faculty and general campus employment
- Ability to handle multiple priorities, manage large amounts of data and organize effectively.
- Organizes special events for the CS Co-op Program

Qualifications

Bachelor's degree and 4 years' related experience required

Experience working with a diverse student population

Experience developing relationships

Strong technology skills

Knowledge of the IT industry preferred