
Job Title	CUNY 2x Academic Program Coordinator
PVN ID	HC-1801-002281
Category	Administrative Services
Location	HUNTER COLLEGE
Department	Provost
Status	Full Time
Annual Salary	\$80,000.00 - \$85,000.00
Hour(s) a Week	35
Closing Date	Mar 02, 2018 (Or Until Filled)

General Description

Hunter College, located in the heart of Manhattan, is the largest college in the City University of New York (CUNY). Founded in 1870, it is also one of the oldest public colleges in the country. More than 23,000 students currently attend Hunter, pursuing undergraduate and graduate degrees in more than 170 areas of study. Hunter's student body is as diverse as New York City itself. For more than 140 years, Hunter has provided educational opportunities for women and minorities, and today, students from every walk of life and every corner of the world attend Hunter.

Providing students with outstanding preparation for both employment and future graduate study, Hunter's Computer Science Department expects students to construct creative solutions to challenging problems in a variety of contexts. Our diverse faculty members work closely with students in an open and collegial atmosphere. Our curriculum focuses on hands-on programming skills as well as the mathematics of computer science.

Hunter College seeks a Program Coordinator to oversee the successful implementation of an internship initiative called Technology Talent Pipeline (TTP). The initiative includes recruiting student participants, organizing and coordinating pre-internship training, successful partnering of businesses with interns, identifying and recruiting new internship sites and potential post-program employers, and supporting the Computer Science department in the areas of student advisement, course scheduling, and recruitment of students. . The position is viable for the duration of the grant. The Program Coordinator reports directly to the Office of the Provost and will work with multiple partners at Hunter, within CUNY, and agencies of the City of New York. Responsibilities include but are not limited to:

- Collaborate with partners to recruit employers, connect students to internship placement, and support students' post-program employment;
- Work closely with related government agencies to track progress of CUNY 2x program at Hunter College, identify internship placements, and support post-program employment;
- Deliver monthly reports and maintain all records pertaining to the initiative;
- Plan and oversee special events;

- Supervise part-time program staff;
- Closely track student progress and outcomes from recruitment through post-program employment; and

Collaborate with faculty advisors and employers to analyze student/intern readiness and recommend opportunities for curriculum alignment.

Other Duties

Qualifications

Bachelor's Degree Required.

A preferred candidate should have:

- A degree in Computer Science or a tech-related field;
- 3-5 years of planning, human resources, or managerial experience;
- Strong organizational and social skills;
- Excellent written and oral communication skills and superior attention to details;
- Strong data analysis and data representation skills; and
- Proficiency in using software programs/applications, including Microsoft Office Suite.

The successful candidate will demonstrate ability to work effectively with multiple constituencies, including training partners, faculty, students, and administrators.