



Job Title	Program Manager, Office of the Dean
PVN ID	HC-2206-004877
Category	Managerial and Professional
Location	HUNTER COLLEGE
Department	School of Education
Status	Full Time
Annual Salary	\$60,000.00 - \$75,000.00
Hour(s) a Week	35
Closing Date	Aug 15, 2022 (Or Until Filled)

General Description

The Hunter College School of Education (SOE) is seeking a Program Manager in the Office of the Dean to support two sponsored activities in educator preparation. The Program Manager will provide direct assistance to students, faculty, partner organizations, and the dean on various activities outlined below.

Other Duties

Principal Duties and Responsibilities

- Manage day-to-day aspects of two SOE activities - the first activity is the Hunter College Center for Social Emotional Learning, which will work on both pre-service and in-service preparation of Teacher Candidates and a variety of academic programming. The second activity will be supporting the Gray Fellowship for Principal Excellence - a mid-career program supporting current school leaders.
- As part of the administrative support, the candidate will coordinate and facilitate program activities with external partner organizations through regular formal and informal meetings; communicating with participants and other groups involved in the implementation of program activities, such as event vendors, facilities staff, and other Hunter College administrators
- Coordinate with external partner organizations to support recruitment of participants, internal and external communications among participants and the program, and coordinating web and other publications.
- Manage day-to-day program matters, including:
 - Onboarding into Hunter College of new fellows, cooperating teachers, and other participants involved in the activities
 - Coordinating with School of Education and Hunter offices, manage program activities and arrange

- for production of needed materials, management of student information, and arranging for necessary program space, scheduling and staffing of program activities
- Coordinating with outside grant participants, manage program activities and arrange for production of needed materials, management of student information, and arranging for facilities, refreshments, and equipment as needed by the program.
- Facilitating hiring support, processing payments and honoraria to participants and vendors, overseeing spending and reconciliation, and preparing reports as needed.
- Provide general administrative support to the program directors, deans, and faculty involved in the programs, including but not limited to:
 - Contributing to efficient operation of programs and related support and research,
 - Participating in regular team meetings to establish goals and evaluate student and program progress, including budget planning and monitoring
 - Maintaining consistent and rigorous standards to ensure program goals and deadlines are met
 - Assisting in preparing and producing proposals, presentations, and other materials and reports as needed by the program.
 - Facilitating communication about programs between internal and external stakeholders and constituents, including drafting routine communications and documents
 - Maintaining records and files in accordance with grant management and CUNY protocols and policies
 - Contributing to program design, implementation, and evaluation as the programs develop
- Other duties and special projects as assigned

Qualifications

- Bachelor's degree required, Master's degree in education or related field preferred
- At least five years experience in educational, nonprofit, or higher education institution setting; prior experience in a college or university setting and knowledge of K-12 education or teacher preparation preferred
- Excellent project management skills with exceptional attention to detail
- Strong time management and organization skills with demonstrated ability to manage multiple projects, prioritize activities, work under and meet deadlines, and effectively handle changing priorities
- Ability to work effectively both independently and as part of a team
- Excellent interpersonal skills with demonstrated ability to build and maintain strong relationships with a wide variety of stakeholders and constituents
- Excellent oral and written communication skills
- Excellent computer skills included proficiency in Microsoft Office Suite, and online apps including Google drive

Until further notice, this is a largely in-person position, with any eligibility to work remotely to be aligned with CUNY and Hunter Policies.

Candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law and criteria. Being fully vaccinated is defined for this purpose as being at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. Final candidates must be fully vaccinated as of their first day of employment.

