
Job Title	CUNY 2X Tech Campus Manager
PVN ID	LE-1712-002227
Category	Managerial and Professional
Location	LEHMAN COLLEGE
Department	Natural and Social Sciences
Status	Full Time
Annual Salary	\$80,000.00
Hour(s) a Week	35
Closing Date	Jan 30, 2018 (Or Until Filled)

General Description

In June 2017, the New York City Office of the Mayor announced a new commitment to expanding the City's public higher education tech pipeline: By 2022, the City will double the number of CUNY students who earn tech Bachelor's degrees and are equipped with the skills they need to secure and succeed in tech jobs.

To achieve this goal, the City announced the CUNY 2x Tech initiative – a comprehensive investment in the instruction, advising, and experience that are essential to prepare New Yorkers for 21st-century jobs. This initiative was developed in response to the needs identified by NYC's academic leaders, faculty, students, and industry professionals.

As a site for the CUNY 2X Tech initiative, Lehman College is proud to announce this call for applications for a Project Manager with expertise in technology and a commitment to increasing access and equity in the tech sector in New York City through a college-based education program. CUNY 2X is designed to enhance Lehman College students' career pathways in the technology sector and to use data generated by the program to inform ongoing curricular discussions on campus. The position will run from January 2018 to July 2019, with the possibility of an extension in to 2020.

This is a unique collaboration between the NYC Tech Talent Pipeline (NYC TTP), Lehman College (CUNY), and the New York City tech industry. It will bring two new faculty members in Computer Science to Lehman College, a part-time "tech-in-residency" faculty member each semester, and a tech academic and career adviser responsible for advising 150 students in CS and other tech related disciplines.

The CUNY 2X Campus Manager will report directly to the Associate Dean in the School of Natural and Social

Sciences at Lehman College, and will collaborate on all aspects of the project with various offices at Lehman and TTP. Particular duties include refining and administering the recruitment, selection, and assessment processes; collecting and analyzing data on the program's impact on student success; collaborating with faculty, NYC TTP and tech industry leaders to assess career prospects and outcomes; and reporting on the progress and outcomes of the program.

Other Duties

- Develop residency participant recruitment, assessment, and selection strategy.
- Oversee data collection and service delivery for student and faculty participants.
- Regularly report on Program progress and outcomes to the TTP and the College Administration.
- Work closely with the 2X Tech Academic and Career Adviser to oversee program logistics such as career workshops, mock interviews, site visits, and graduation events.
- Work to integrate CUNY 2X into the college's infrastructure including gaining buy-in from faculty and bringing employers to campus to promote post-education opportunities.
- With guidance and approval from TTP, conduct an assessment of the recruitment, assessment, and selection strategy for continuous improvement for subsequent cohorts.

The Lehman College campus is located in Bronx, New York and is a Senior College within the City University of New York (CUNY) system. Lehman is the only four-year public college in the Bronx and is recognized as a Hispanic Serving Institution serving the borough and surrounding region as an intellectual, economic and cultural center. Lehman provides undergraduate and graduate studies in the liberal arts and sciences and professional education within a dynamic research environment. With a diverse student body of more than 13,000, Lehman offers more than 90 undergraduate and graduate programs. Ranked as having the fourth highest mobility rate in the nation by the National Bureau of Economic Research and the Equality of Opportunity Project, Lehman is a proud catalyst for economic and social mobility for its students, almost half of whom are first generation college students.

Qualifications

- Bachelor's degree and four years' related experience required.
- Demonstrated project management skills, preferably with 5-7 years of relevant experience.
- Excellent written and oral communication skills when dealing with a range of audiences, including government, university officials, students, businesses, and volunteers.
- An understanding of tech industry and its relationship to higher education.
- Experience with data analytics and reporting (both quantitative and qualitative written reports).
- Experience with CUNY Research Foundation and NYC procurement rules and budgeting procedures and compliance processes including intergovernmental accounting principles.
- A firm understanding of grants, including grant writing and grant management, is a plus.