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| <b>Job Title</b>      | Program Manager - Gray STEM Scholars Program |
| <b>PVN ID</b>         | MH-2306-005692                               |
| <b>Category</b>       | Managerial and Professional                  |
| <b>Location</b>       | MACAULAY HONORS COLLEGE                      |
| <b>Department</b>     | Academic Affairs                             |
| <b>Status</b>         | Full Time                                    |
| <b>Annual Salary</b>  | \$90,000.00 - \$93,000.00                    |
| <b>Hour(s) a Week</b> | 35   |
| <b>Closing Date</b>   | Oct 03, 2023 (Or Until Filled)               |

## General Description

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Since 1847, The City University of New York has provided a path to success for generations of New Yorkers. In this rich tradition, Macaulay Honors College was established in 2001 as a consortial college linked with eight CUNY partners—Baruch College, Brooklyn College, City College of New York, College of Staten Island, Hunter College, John Jay College of Criminal Justice, Lehman College, and Queens College—to integrate the vast resources of the City University with New York’s cultural, scientific, and business communities. As a top Honors college in the nation, Macaulay offers a first-rate experiential education to high achieving students—especially those who are first generation and low income—along with access to the immersive opportunities that help them achieve big, bold dreams. Under the leadership of its new Dean, Dr. Dara N. Byrne, Macaulay Honors College is on a distinct mission to reimagine equity, excellence, and access.

Macaulay Honors College is seeking a dynamic and professional individual to manage the Gray STEM Scholars Program, a new program to increase the number of students from underrepresented populations in STEM and, through special partnerships with the John Jay College PRISM program and Mount Sinai, prepare students for continued education and careers in research and medicine.

The ideal candidate holds a PhD in a STEM discipline and has experience with student mentoring and student success programming in STEM. They have a passion for ensuring positive and supportive student experiences; a strong understanding of the needs and challenges facing underrepresented minority students; excellent oral and written communication skills, including active listening and the ability to communicate program requirements effectively to students; excellent problem solving; the ability to build and maintain positive, professional relationships with students, staff, and faculty. They have experience cultivating relationships with underrepresented minority students in STEM disciplines; experience managing budgets and planning events; and expert knowledge of application processes for STEM graduate programs and medical/health professional programs.

Reporting to the Senior Associate Dean of Academic Affairs at Macaulay Honors College, the Gray STEM Scholars Program Manager will:

- Work with the Senior Associate Dean of Academic Affairs at Macaulay as well as our partnering

campuses to recruit and select students for admission into the Gray STEM Scholars Program.

- Advise students on academic and career choices in STEM and encourage their pursuit of graduate and professional degrees
- Work with STEM students and faculty across our partnering campuses to coordinate and encourage research training and mentoring relationships
- Collaborate with the program partners to develop a robust admission, mentoring, and success program focused on cultivating students for professional careers in STEM fields
- Organize workshops, professional development seminars, and career exploration seminars to help students prepare for work as professional scientists and understand their career options
- Assist students with applications to graduate programs
- Serve as the primary point of contact for faculty and staff working with students in the Gray STEM Scholars Program
- Track student progress and performance
- Coordinate activities and support provided by program partners
- Organize and help teach preparation classes for graduate entrance exams including the GRE, MCAT, and other relevant national examinations
- Develop and maintain partnerships with professional organizations and conferences focused on undergraduate research training
- Develop and maintain partnerships with local medical, scientific, and research labs and facilitate placements of students in mentoring internships at those institutions
- Collaborate with faculty to foster their professional development as mentors
- Work with faculty to broaden the recognition and reach of the program as a center for excellence for the training of underrepresented students in STEM fields
- Track program outcomes and student career choices toward producing annual reports and published research articles
- Perform related duties as assigned.

#### **Other Duties**

- Performs related duties as assigned

## **Other Duties**

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## **Qualifications**

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#### **Qualifications**

Master's degree in a STEM discipline (PhD preferred) and six years' related experience required.

A preferred candidate will have:

- A PhD degree in a STEM discipline
- Significant research experience at the PhD level
- At least two years of experience managing and/or developing a student-focused STEM research and mentoring program.

- Evidence of refined written and oral communication skills