

Job Title	Program Manager
PVN ID	PS-1707-001960
Category	Managerial and Professional
Location	CUNY SCHOOL OF PROFESSIONAL STUDIES
Department	CUNY School of Professional Studies
Status	Full Time
Annual Salary	\$60,000.00 - \$70,000.00
Hour(s) a Week	35
Closing Date	Jan 18, 2018 (Or Until Filled)

General Description

CUNY SPS provides online and on campus degree and certificate programs that meet the needs of adults who are looking for a seamless way to finish or transition into a bachelor's degree, earn a master's degree or certificate in a specialized field, advance in the workplace, or change careers.

Home to the first fully online degree programs at the City University of New York, CUNY SPS offers fully accredited online degree and certificate programs for students who want the flexibility and convenience of online education.

CUNY SPS seeks administrative candidates to support the NYC Administration for Children's Services (ACS) as it establishes a new professional development institute for child welfare and juvenile justice professionals in partnership with CUNY. The Program Manager will be responsible for sourcing vendors and managing vendor contracts and relationships. The Program Manager will also assist as needed in budget management and reporting.

The new hire will join a team of CUNY colleagues, and will work on site at ACS offices in lower Manhattan.

Hours: 35 hours/week (daily schedule 9am-5pm, with some occasional evening hours required).

Other Duties

The Program Manager will report to the Sr. Program Manager of Program Management, and will:

- Work with Sr. Program Manager, Program Manager and appropriate stakeholders, to develop additional procedures and ways to document the process for sourcing external vendors and contractors.
- Assist with budget management and reporting.
- Assist with managing all vendor contracting and communications with internal/external finance and legal departments.

- Maintain active list of external vendors by category.
- Propose recommended vendor options to sponsor for engagements as needed.
- Assist with documenting approval of scope of services, liaise with vendors/contractors and legal/fiscal teams, negotiate favorable contract terms, ensure SOW is aligned with client needs, ensure quality assurance of all contracts.
- Monitor work and performance of vendors, and process payments against Independent Contractor Agreements (ICAs) and Purchase Orders (POs).
- Other duties as assigned.
- Manage Procurement and Accounts Payable functions
- Knowledge of payroll and human resources management will be a plus.

Qualifications

Core Competencies/Qualifications:

- Experience with budgets and web based budget tracking systems.
- Knowledge of sourcing and procurement techniques as well as a dexterity in “reading” the market.
- Aptitude in decision-making and working with numbers.
- Experience in collecting and analyzing data.
- Ability to compile information and write formal reports and routine correspondence.
- Must possess excellent organizational and planning skills.
- Superior project management and time management skills.
- Bachelor’s degree.
- 2-4 years’ experience working in an office environment.
- Experience building and managing relationships with stakeholders and partners.
- Organizational skills, attention to detail, and ability to follow established processes.
- Excellent customer service skills.
- Ability to work independently, and collaboratively.
- Strong computer skills required (Microsoft Word, Excel, PowerPoint, and Outlook).

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