



<b>Job Title</b>	Learning Program Manager
<b>PVN ID</b>	PS-1808-002696
<b>Category</b>	Managerial and Professional
<b>Location</b>	CUNY SCHOOL OF PROFESSIONAL STUDIES
<b>Department</b>	CUNY School of Professional Studies
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$65,000.00 - \$85,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jul 09, 2019 (Or Until Filled)

## General Description

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*The CUNY School of Professional Studies (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.*

*Drawing on CUNY's nationally and internationally renowned faculty and practitioners, as well as industry and education partners, the School's programs provide opportunities for personal growth, job mobility, greater civic participation, and new ways to advance knowledge.*

*Home to the first fully online degree programs at the City University of New York, CUNY SPS offers fully accredited degree and certificate programs for students who want the flexibility and convenience of online education. CUNY SPS was ranked in the top 5% in the Nation in U.S. News & World Report's list of the 2018 Best Online Bachelor's Degree Programs.*

CUNY SPS is recruiting for the role of Program Manager, Youth Justice Learning Programs to support the NYC Administration for Children's Services (ACS). The Program Manager who will be responsible serving as the strategic program lead on the developing of several learning programs in the fields of child welfare and juvenile justice. The new hire will join a team of CUNY and ACS colleagues, and will work on site at ACS offices in lower Manhattan.

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

## Other Duties

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- Reporting to the Deputy Director of Instructional Design, the Program Manager will:

- Partner with an interdisciplinary team to develop learning programs for the field of child welfare and juvenile justice.
- Coordinate with a wide variety of subject matter experts in the field of child welfare and juvenile justice to identify key topic areas for professional development and enhanced learning opportunities for workers across the sector.
- Provide support and leadership in the development of curriculum, design and implementation of an on-going catalogue of courses geared toward the support of the broad sector of child welfare and juvenile justice services in NYC.
- Work closely with the ACS Senior Director of Learning Programs to determine the appropriate subject matter experts, trainers and topical areas from the broader child welfare and juvenile justice community
- Oversee pilots as well as full roll out and implementation of each learning program.
- Other tasks as required.

## Qualifications

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- Bachelor's degree required.
- Experience managing projects and working with contractors.
- Experience analyzing data to plan, implement and evaluate projects.
- Experience managing stakeholder relationships, including government agencies and contractors, preferred.
- Experience developing direct service or training programs in the youth development or juvenile justice field.
- Experience working in youth development and/or juvenile justice.
- Organizational skills, attention to detail, and ability to follow established processes.
- Excellent written and oral communication skills.
- Excellent customer service skills.
- Strong problem solving and analytic skills.
- Ability to work independently and collaboratively in a fast-paced, demanding, and complex work environment, with the ability to carry out complex assignments and adapt to changing situations and priorities.
- Advanced knowledge of MS Office (i.e. Microsoft Word, Excel, PowerPoint, etc.)

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