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<b>Job Title</b>	Program Coordinator, Learning and Development Project Manage
<b>PVN ID</b>	PS-2103-003929
<b>Category</b>	Managerial and Professional
<b>Location</b>	CUNY SCHOOL OF PROFESSIONAL STUDIES
<b>Department</b>	Professional Education and Workplace Lea
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$50,000.00 - \$60,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Sep 08, 2021 (Or Until Filled)

## General Description

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About the CUNY School of Professional Studies:

*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 transition from an associate degree into a bachelor's degree, complete 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.*

*Within CUNY SPS, the Office of Professional Education and Workplace Learning (PEWL) designs custom workplace learning programs to help organizations achieve their goals. To our partnerships, we bring knowledge of research-based learning practices as well as experience in developing innovative programs.*

*CUNY SPS has partnered with Administration for Children's Services (ACS) to develop professional learning opportunities for child welfare and juvenile justice professionals. The collaboration between the two organizations has formed the ACS Workforce Institute (ACSWI).*

### Description:

CUNY SPS is recruiting candidates for a full-time Program Coordinator position within the Learning and Development Project Management Office (PMO) under ACSWI.

As a member of a dynamic PMO team, the Program Coordinator will work collaboratively to provide support for

multi-months projects, PMO administration and recruitment.

## Other Duties

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Reporting to the Senior Program Manager of L&D Project Management Office, the Program Coordinator will:

1. Project Management Office Administration:

- Schedule, coordinate, prepare and set up for internal team meetings
- Own and lead the updates of project status documents
- Create and maintain PMO dashboard using Excel, Smartsheet, etc.
- Conduct data analysis and communicate findings
- Maintain an active list of vendors and vendor documents
- Proactively examine the implementation and adherence of process and practices
- Provide administrative support for the PMO.

2. Project Coordination:

- Provide specialized support to Project Managers in the development of learning programs and/or initiatives. This includes, but is not limited to:
  - Monitoring project budget by tracking invoices for all external vendors
  - Coordinating and setting up in-person project meetings
  - Collect and compile feedback from stakeholders, subject matter experts, etc., during the project development cycle

3. Recruitment Liaison:

- Support the team in recruitment and talent acquisition
- Conduct phone screening and be the liaison between the hiring team and the candidates
- Schedule and coordinate interviews for open positions
- Maintain a record of all candidates and interviews

## Qualifications

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**Qualifications:**

- Bachelor's Degree required, with degree in related field preferred.
- Minimum experience of 2 years as a program or project coordinator.
- Experience in coordinating and organizing large meetings.
- Ability to identify gaps in processes and provide creative solutions.
- Excellent written and verbal communication skills.
- Adept at prioritizing work and managing time.
- Experience in gathering and analyzing data to generate reports.
- Highly organized and detail oriented
- Ability to work independently and collaboratively.

- High levels of proficiency in Microsoft Office products (Word, Excel, Smartsheet and PowerPoint).
- Strong critical-thinking and problem-solving skills.
- Experience working with project management software (Microsoft Project, Basecamp, etc.).