



Job Title	Senior Program Manager
PVN ID	PS-2411-006575
Category	Research
Location	CUNY SCHOOL OF PROFESSIONAL STUDIES
Department	Innovative Learning Solutions (ILS)
Status	Full Time
Annual Salary	\$106,571.00 - \$115,000.00
Hour(s) a Week	35
Closing Date	Apr 07, 2025 (Or Until Filled)

General Description

- Manage the design, development, delivery and administration of a portfolio of engaging learner-centric training programs that develop leadership skills and provide professional development to employees.
- Manage stakeholder relationships, including clients and partner organizations to ensure learning programs align to agency objectives.
- Lead the design and development of new training initiatives targeted to specific audiences.
- Partner with instructional design vendors to identify and assess the training needs of City agencies to result in learning programs that are interactive, relevant and effective.
- Support marketing, logistics, and enrollment management for learning programs.
- Support the monitoring of program effectiveness to include instructor capability, learner performance, and opportunities to increase student engagement and transfer of learning back on the job.
- Lead and manage special projects.
- Other duties as assigned.

Other Duties

Qualifications

EDUCATION AND EXPERIENCE:

Requires a Master's degree in Public Administration and 4 years of experience in job offered or 4 years of experience in the Related Occupation.

RELATED OCCUPATION:

Public Management Instructor/Administrative Services Coordinator or any other job title performing the

following job duties:

- Processing, monitoring, and coordinating all procurement activities within School of Professional Studies' grants office and relating to grants and tax levy funds.
- Reviewing and submitting paperwork for subcontracts and independent contractor agreements via Contract Manager system.
- Submitting contractor and vendor invoices for payment and tracking agreement and payment status.
- Advising project directors and program staff on sponsor policies and procedures.
- Training new staff on new electronic systems.
- Resolving administrative matters referred to the project, program, or administrative unit.
- Generating routine and monthly reports as assigned.
- Preparing variance reports and forecast expenses.
- Responding to requests and inquiries in a timely and thorough manner.
- Coordinating the acquisition, distribution and inventory of all equipment, furniture and supplies purchased for the office and program sites.
- Assisting programs in processing budget modifications in accordance with funding guidelines.