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<b>Job Title</b>	Tech Talent Manager - CUNY TechWorks
<b>PVN ID</b>	QB-1810-002788
<b>Category</b>	Managerial and Professional
<b>Location</b>	QUEENSBOROUGH C. C.
<b>Department</b>	Continuing Education and Workforce Dev.
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$60,000.00 - \$75,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Dec 23, 2018 (Or Until Filled)

## General Description

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In January 2017, Queensborough Community College, with CUNY Central's Office of Continuing Education and Workforce Programs (CEWP) as lead recipient, launched a new tech education initiative focused on strengthening career-focused, associate degree programs in software application development. Funded by a four-year US Department of Labor grant, QCC's CUNY TechWorks initiative is designed to support students in gaining the right mix of academic knowledge, practical technical training, and professional skills needed to successfully transition into career opportunities within New York City's thriving tech and innovation sector. QCC's program includes a 4-course software development training cycle covering the programming competencies needed for web client programming, systems design and implementation, and smart phone application development, as students progress towards the creation of online portfolios and eventual job placement.

To support this initiative, QCC is seeking an experienced, entrepreneurial and strategic Tech Talent Manager for a full-time position. The Tech Talent Manager is responsible for creating a tech talent pipeline that that will deliver qualified, career-ready QCC TechWorks students to New York City businesses to work in software development and web development positions. We are looking for someone to build relationships with leading organizations in NYC's tech sector for the purpose of establishing exciting new internship and job placement for program participants. Reporting to the Program Director, responsibilities also include working directly with program participants to help them navigate the tech ecosystem and acquire job readiness skills in support of meaningful careers in this sector. This position requires someone with energy, creativity and flexibility, dedicated not just to helping QCC students connect with successful careers, but ultimately is committed to improving diversity in tech, as our students come from nontraditional backgrounds which are typically underrepresented in this industry.

## Other Duties

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- Gather tech industry insights and provide strategic guidance using insider knowledge that will help shape

all facets of QCC's TechWorks program.

- Develop strategy for reaching new industry partners and retaining current partners to provide ongoing internship and employment opportunities. (Note: internships are funded by the America's Promise grant.)
- Represent and promote CUNY TechWorks' program broadly to external and internal audiences. Regularly attend and present at industry events that will raise the profile of this program and lead to new partnerships.
- Lead workshops in resume writing, job search strategies, and interviewing techniques tailored for a career in tech (e.g., whiteboard interviews, LinkedIn).
- Meet with students on an ongoing, one-on-one basis to provide career coaching and other individualized career readiness services (e.g., mock interviews).
- Connect students directly with the tech industry by organizing special events such as guest speakers, hackathons, demo days and field trips.
- Document employment/internship activities; maintain participant files, submit reporting forms and other data. Monitor and track hiring results and employer satisfaction. Collect employment verification.
- Other duties as assigned.

## Qualifications

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- Bachelor's degree or higher.
- Must be knowledgeable in the growing field of tech job opportunities in the NYC area, with a solid grasp of industry trends. Experience working in tech is strongly preferred.
- Experience in career readiness, workforce development or tech recruitment is preferred.
- Background in programming, web development or data science is a plus.
- Must possess strong organizational, interpersonal and communication skills, with a collaborative and solutions-oriented workstyle.
- Able to work independently, perform multiple tasks simultaneously, and work within a team environment with students, faculty, staff and administrators.
- Program is located in Bayside, Queens, but you must be willing to attend meetings and events throughout the NYC metro area.
- Must have weeknight availability to attend industry events as needed.