
Job Title	Director of Project Prize
PVN ID	QB-2507-006943
Category	Managerial and Professional
Location	QUEENSBOROUGH C. C.
Department	Office of Academic Affairs
Status	Full Time
Annual Salary	\$65,000.00 - \$78,000.00
Hour(s) a Week	35
Closing Date	Sep 30, 2025 (Or Until Filled)

General Description

[Project PRIZE](#) is a [Liberty Partnerships Program](#) (LPP) at Queensborough Community College (QCC) that is supported by the New York State Education Department (NYSED). The project is a comprehensive academic excellence program targeted at risk high school students. The program's purpose is to ensure that participants graduate from high school and enter post-secondary education and the workforce as highly competent and compassionate young adults. Queensborough Community College is seeking a dynamic and highly organized individual to serve as its full-time Director for Project Prize.

The Program Director will serve as the chief administrative agent for the grant and program activities, including an after school and summer program designed to increase high school graduation rates and promote college readiness. This position will oversee the effective implementation of programs and key partnerships that serve students within the afterschool program and meet the requirements set forth in the grant. The director will perform regular audits of sub-agencies to assure that they are following grant guidelines and have written procedures in place to assure compliance NYSED regulations governing the LPP program.

The Project Director is responsible for ensuring that all grant outcomes and requirements are met, and that the project maintains compliance with funder, campus, university and RFCUNY policies. They are responsible for prudent budget management, processing of hiring documentation, time and leave management, procurement and contracting transactions in a timely manner in conjunction with the Research Foundation of CUNY (RFCUNY.)

This is a full-time and in-person position on the campus of Queensborough Community College. Travel to partner schools and community-based partners and to other locations in state for meetings and conferences is required. Attendance at weekend or evening events is also required occasionally.

Other Duties

Other duties as assigned.

Qualifications

Education: Bachelor's degree required, Master's degree or higher preferred

Required Experience: At least two years of experience in the administration of grant-funded programs that serve at risk youth and underrepresented populations, supervisory experience, experience with managing and resolving conflicts within the project team or with external stakeholders, proven ability to use judgment and discretion in the handling of sensitive and /or confidential matters, and the ability to demonstrate excellent oral and written communication skills.

Preferred Experience: Motivating and guiding team members, delegating tasks effectively, and fostering collaboration, working with New York City Public Schools and community-based organizations, high school/college collaborative programming, and experience with NYSED-funded programs

This is a NYSED grant-funded position. Employment may be terminated if the grant is not renewed or funding is discontinued.

The position begins on September 1, 2025. Salary will be commensurate with experience. Please include a cover letter with your application.