

Job Title	Fellowship and Training Manager
PVN ID	VA-1701-001608
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY Internship Programs/Office of Conti
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Mar 13, 2017 (Or Until Filled)

General Description

CUNY Internship Programs is home to several internship programs that provide CUNY students with opportunities to develop their workplace readiness skills, earn an income to support living and college expenses, and apply skills learned in the classroom. These programs include the STEM Internship Program, which provides CUNY STEM majors with paid internships at 15 New York City government agencies; the NYCHA Call Center Staffing Project, which helps staff the call center of the New York City Housing Authority; and the CUNY 311 Project, which provides the opportunity for CUNY students to work as part-time call takers within New York City's 311 Customer Service Center.

In 2017, CUNY Internship Programs is piloting a fellowship program in partnership with the NYC Department of Information Technology and Telecommunications (DoITT). Recent CUNY graduates will get the opportunity to participate in a multi-year fellowship with the goal of gaining full-time employment with DoITT.

We are seeking an experienced, dedicated, and customer service-oriented manager to assume leadership over the development of the DoITT fellowship program as well as the recruitment and professional development of all participants in our internship programs.

Other Duties

Fellowship Program

- Oversee program development and implementation for each cohort of fellows, working in partnership with DoITT staff
- Lead recruitment effort and identify potential fellows from multiple CUNY colleges

- Coordinate monthly Fellows Seminar
- Support cohorts of fellows as they progress through the program
- Develop and establish necessary policies and procedures
- Maintain relationships and collaborate with fellow supervisors and other DoITT partners
- Prepare programmatic progress and outcome reports as needed
- Assist in the development and implementation of program evaluation tools

Recruitment

- Oversee and coordinate the recruitment of student interns, including:
 - Maintain a schedule of internship and career fairs at various CUNY colleges
 - Establish recruitment goals
 - Monitor student eligibility criteria
 - Collaborate with CUNY campus career centers
 - Develop strategies to increase awareness about CUNY Internship Programs

Professional Development

- Create professional development curriculum and schedule for fellows and current interns
- Coordinate the schedule for workshop facilitators and presenters
- Track attendance at all professional development workshops and events
- Create and implement evaluation plan for all events and use results to make recommendations for program development and enhancement

Qualifications

- Bachelor's degree required
- 4+ years of experience in student development, workforce development, project management, or related fields; skills in program operations and resolving programmatic challenges
- Excellent written and oral communication skills, with a customer-focused approach to interactions
- Demonstrated ability to work independently and collaboratively with diverse populations in a fast-paced, demanding, and complex work environment
- Ability to present information about CUNY Internship Programs to an array of audiences
- An overall work style that reflects confidence, integrity, initiative, flexibility, and good judgment
- Strong computer (MS Word, Excel, database, etc.) skills