Job Title	Project Manager
PVN ID	VA-1705-001829
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of the Senior University Dean
Status	Full Time
Annual Salary	$55,000.00 - $65,000.00
Hour(s) a Week	35
Closing Date	Jul 23, 2017 (Or Until Filled)

General Description

Project Description

CUNY TechWorks is designed to strengthen career-focused associate degree programs in software application development, web development (including UI/UX design), and IT systems administration. The initiative will educate degree and non-degree students using industry-aligned academic coursework that includes practical skills trainings. The development of these new credit bearing tech educational pathways will be informed by the CUNY TechWorks Industry Advisory Board, which will drive collaboration between New York City's tech employers and CUNY.

The goal of CUNY TechWorks is to ensure that CUNY students enrolled in these new pathways will gain the right mix of academic, technical, and professional skills needed to successfully transition to the growing number of career opportunities within New York City's thriving tech and innovation sector. The colleges participating in CUNY TechWorks are Borough of Manhattan Community College, Kingsborough Community College, and Queensborough Community College.

Project Manager

CUNY seeks a project manager to support this project for the CUNY Central Office. The manager will play a key role in the implementation and administration of the program, especially with regard to the program's data and outcomes tracking requirements. The manager will report to the CUNY TechWorks Project Director.

The responsibilities of the manager include but are not limited to:

- Assist in the execution of the implementation of the initiative and contribute to designing and managing

the structures and systems that need to be in place to achieve the program's outcomes;

- Support coordination of the TechWorks' industry advisory board including overseeing the work outputs of its committees in areas such as curriculum development and job/internship placement;
- Oversee the implementation and manage a case management/data collection system, and work closely with participating colleges to ensure that data is collected in a complete and timely manner;
- Work collaboratively with staff from participating colleges and initiative partners both within and outside of the university;

Other Duties

- Work closely with the CUNY Central Office Research, Evaluation, and Program Support unit to monitor program performance and progress toward initiative and individual college outcome targets;

- Identify best practices and strategies for expansion and replication throughout the CUNY system;

- Provide support to colleges on the implementation of their programs through targeted technical assistance; and
- Contribute to related projects as needed.

Qualifications

Qualifications/Eligibility

- A bachelor's degree in a social science, public policy, or related field plus a minimum of 2+ years providing data management coordination, performance monitoring, and/or program operations/management.

- Strong project management experience, especially with projects involving multiple partners and the use of data to manage program performance;
- Excellent planning, organizational, and project management skills. Through prior work experience, must demonstrate an ability to successfully manage timelines/deadlines and to achieve key targets and milestones.
- Experience or knowledge of workforce development and/or higher education;
- General knowledge and awareness of the New York City's tech sector, particularly in regards to diversity and workforce needs.
- Must be a self-starter who is excited by the prospect of launching a new tech initiative from the ground up. Must be adaptable to changing priorities within a fast-paced, entrepreneurial environment.
- Should have a solutions-oriented work style that reflects integrity, flexibility, and good judgment. Comfortable taking initiative in addressing opportunities and challenges.
- Ability to attend evening and weekend events 2-3 times per month.
- Knowledge of or experience working with CUNY a plus.

Computer Skills

- Demonstrable knowledge of advanced Excel skills including advanced Excel functions (e.g., writing and

running macros, dashboard creation, advance pivot tables, etc.). Knowledge and experience with SQL, data analytics, and relevant programming languages (ie Python) is strongly preferred.

- Comfort and experience with working with large-scale databases.
- Experience preparing tables, graphs, fact sheets, and written reports summarizing research results; experience making the complex easy for others to understand regardless of level within the organization
- Ability to maintain highest level of confidentiality, accuracy, and attention to detail

Planning and Communication

- Knowledge of database building processes and challenges needed to facilitate timely, effective buildout, implementation, and utilization
- Demonstrated critical thinking and problem-solving skills; strong verbal and written communication skills; proactive communication style
- Ability to work with virtual teams, in-person colleagues, and other stakeholders