Job Title	Program Coordinator - NYCDOE
PVN ID	VA-1712-002237
Category	Administrative Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

Department	CEWP
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	May 08, 2018 (Or Until Filled)

General Description

The City University of New York (CUNY), in partnership with various New York City government agencies, offers students with computing skills the opportunity to gain hands-on experience working at a New York City agency or New York City public school. CUNY Internship Programs is designed to provide City agencies and schools with high- quality STEM interns from CUNY colleges, and in turn provide CUNY students with valuable paid work experience in their field of study.

CUNY Internship Programs is seeking an organized and self-motivated HR professional with excellent attention to detail, strong Excel and interpersonal skills to help support program stakeholders. The Program Coordinator will specifically support the Program's work with the New York City Department of Education. Reporting to the Program Manager, the Program Coordinator will assist in carrying out most of the program's day-to-day activities with relation to the Department of Education school tech support contract.

Applications without cover letters will not be considered.

- Hiring and Personnel Actions: match 200+ candidates with appropriate sites and ensure vacancies are filled expediently; coordinate new hire process, ensuring compliance with all rules and regulations; facilitate weekly on-boarding orientations regarding program policies and welcoming new interns; issue disciplinary actions as needed and operatonal support to interns as needed.

- Payroll: track intern time worked against expected hours and follow up with students lagging in attendance; respond to questions and concerns regarding payroll and time sheets.

- Data Tracking and Reporting: data entry and maintenance, ensuring accuracy and integrity of all project data; maintain online e-file system and databases

- Compile required documentation for budgets and reports supporting Program Director in all reporting needs

- Interfacing with Interns, School Staff, and RF CUNY Staff: provide customer service to all project participants; troubleshoot situations as they arise; act as primary contact for interns and supervisors; training supervisors in using the time/leave system and program rules and regulations.

Other Duties

- Marketing and Recruiting: attend college career fairs; support upkeep of social media sites.

- Other duties as assigned.

Qualifications

- Bachelor's Degree preferred.

- Two+ years' experience in Human Resources, student development, workforce development, staffing or another relevant field.

- Exceptionally detail-oriented and organized, with the ability to manage multiple assignments and meet deadlines.

- Excellent verbal, written, and interpersonal communication skills, with a customer-focused approach to working and comfort communicating with college students.

- Demonstrated ability to work independently and collaboratively with diverse populations in a fast-paced and high-volume work environment.

- Ability to exercise sound judgment and think on ones feet to quickly analyze and solve problems.

- Expert user of all MS Office products, Excel in particular, and aptitude to quickly pick up new systems.

- Knowledge of any of the following a plus: the CUNY system, the Department of Education, NYC geography, or IT concept