

<b>Job Title</b>	Sector Innovation Project Manager
<b>PVN ID</b>	VA-1807-002641
<b>Category</b>	Research
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	Office of Continuing Education & Workfor
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$70,000.00 - \$80,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Oct 01, 2018 (Or Until Filled)

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## General Description

As part of the CUNY's Career Success portfolio overseen by the University Dean of Continuing Education and Workforce Programs (CEWP), the Sector Innovation Team plays a pivotal role in the private sector employer engagement strategy for CUNY's university-wide Career Success initiatives. The team works directly with employers in key industries to create true partnership between CUNY colleges and Greater NYC's vibrant business community. Through these connections, employers will have access to a variety of career development engagement activities including guest lecturing, networking events, curriculum support and feedback, and the development of hiring plans for internships and full time positions.

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## Other Duties

To support this important work, the Sector Innovation Team is hiring a Project Manager, whose responsibilities will include:

- Skills Assessments
  - Manage and schedule assessments with students;
  - Administer online assessments;
  - Respond to general inquiries and communicate results and next steps with students;
- Student Recruitment
  - Review material submissions for various programs and ongoing job opportunities;
  - Coordinate and schedule interviews with students;
  - Conduct interviews;
  - Communicate results and next steps with students;
- Communications

- Manage regular communications with college partners regarding Career Success opportunities for students;
- Manage unit-wide communications and updates with other CEWP teams;
- Data Management and Systems support
  - Maintain database of assessment results and analyze assessment data to identify trends;
  - Track and analyze all hiring, placement and program outcomes;
  - Maintain team dashboard
- Program and Event Coordination
  - Provide logistical, communications and strategic support with new and existing programs;
  - Support the planning and hosting of special events;
  - Manage and organize materials for key functions and meetings;
  - Manage general questions from stakeholders by email and phone;

Other duties as assigned.

## Qualifications

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The successful candidate will have the following knowledge, skills and abilities:

- A bachelor's degree or;
- Two to three years' experience supporting programs in education, workforce development, or business development.
- Strong verbal and interpersonal communication skills to work and interact effectively, collaboratively, and cooperatively with a diverse community of students, faculty, staff and external constituents in a large organization.
- Detail-oriented and organized with the ability to manage multiple assignments and meet deadlines;
- Strong computer proficiency using standard office software programs, in particular Microsoft Office;
- Flexibility to work some evening hours and occasional weekends preferred.

## EEO

We are committed to enhancing our diverse academic community by actively encouraging people of all race, color, religion, gender, gender identities or expressions, sexual orientation, national origin, genetics, disabilities, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. CUNY is an EEO/AA Employer.