



Job Title	Project Director - CUNY TechWorks
PVN ID	VA-1810-002760
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of Continuing Education & Workfor
Status	Full Time
Annual Salary	\$75,000.00 - \$80,000.00
Hour(s) a Week	35
Closing Date	Dec 03, 2018 (Or Until Filled)

General Description

In January 2017, CUNY Central's Office of Continuing Education and Workforce Programs (CEWP) launched a new multi-college, tech education initiative focused on strengthening career-focused, associate degree programs in software application development, web development (including UI/UX design), and IT systems administration. Funded by a four-year US Department of Labor grant, the CUNY TechWorks initiative will create new credit-bearing tech education pathways that will align industry-informed, applied skills training with academic coursework, and open opportunity for its participants to successfully transition into career opportunities within New York City's thriving tech and innovation sector. CUNY TechWorks will be managed as a partnership between CUNY Central CEWP and the following three colleges: the Borough of Manhattan Community College, Kingsborough Community College, and Queensborough Community College.

To support this initiative, CUNY is seeking an experienced and entrepreneurial Project Director, with excellent program and project management skills- as well as strong knowledge of New York City's technology sector- to oversee the project's ongoing operations. A highly collaborative position, in addition to working closely with the project's college partners, the Project Director will also act as point person for the CUNY TechWorks industry advisory board comprised of employer, industry, nonprofit, and city government representatives. Overseeing day-to-day operations of this grant-funded initiative, the Project Director will be the chief representative of the program to external and internal audiences, and be responsible for coordinating effectively with multiple stakeholders to achieve the project's goals.

This position will primarily report to the Director of the Office of Workforce Partnerships, with a secondary report to the University Director of Continuing Education and Workforce Programs.

Other Duties

The responsibilities of the Project Director include but are not limited to:

- Providing strategic guidance and day-to-day oversight of the CUNY TechWorks' program implementation and operations in collaboration with key stakeholders including creating new or refining existing program policies and systems;
- Working collaboratively with staff from participating colleges and partners both within and outside the university in order to achieve key milestones and deliverables for enrollment, training completion, employer partnerships, and job placement;
- Supervising the Project Manager and overseeing the implementation and use of the data tracking system by all partners, analyzing interim progress and outcomes, and working with the unit's Research and Evaluation Program Support unit to prepare outcomes reports;
- Overseeing the development and coordination the TechWorks' industry advisory board including recruiting new employer members, planning and leading quarterly advisory board meetings, managing industry partner feedback, and overseeing the board's work inputs in areas such as curriculum development and job/internship placement;
- Ensuring that the project conforms to all federal regulations and policies regarding program operations, data collection, and performance/outcomes reporting;
- Writing and submitting detailed quarterly progress and matched funding reports to the US Department of Labor's Grants Officer with support from CEWP and OWP staff. Working with and responding to requests from the project's federal (USDOL) Program Officer and other staff;
- Representing and promoting CUNY Techworks broadly to external and internal audiences. Oversee project's web presence including content creation for the project's CUNY website and coordinating with unit social media staff to push information through those channels.
- Identifying best practices and strategies for expansion and replication throughout the CUNY system;
- In collaboration with the department's Finance team, monitor the Central Office project budget;
- Other duties as assigned.

Qualifications

- Bachelor's degree required, Master's Degree preferred in public administration/policy, education, business, or technology- related discipline.
- 5+ years' experience in career readiness, workforce development, tech recruitment or related areas. At least two (3) years program management/project management experience. Strong knowledge and awareness of the New York City's tech sector, particularly software development, programming, and/or user experience and design (UX).
- Experience with projects involving multiple partners, data collection and management, and the data-driven program performance a must. Experience with USDOL grants a plus.
- Excellent planning, organizational, and project management skills. Through prior work experience, must demonstrate an ability to meet successfully timelines/deadlines and to achieve key targets and milestones.
- Technology savvy—Comfortable and familiar with technology including social media, web-based applications, and databases. Intermediate to advanced MSWord, Excel, and Powerpoint; comfortable designing graphs and charts and incorporating graphics into reports, presentations, and other materials, as well as using VLOOKUPS and pivot tables.
- Should have a solutions-oriented work style that reflects integrity, flexibility, and good judgment. Comfortable taking initiative in addressing opportunities and challenges within a fast-paced,

entrepreneurial environment.

- Must be willing and able to travel to college partners in lower Manhattan, Queens, and Brooklyn. Knowledge and/or experience working at CUNY a plus.
- Excellent writing skills. Capable of developing polished text for federal progress reports, as well as other materials.
- Strong communicator; must be comfortable speaking and presenting in front of groups of 10-25+ people.
- Experience successfully navigating a highly structured organization; able to confidently manage through influence and communicate effectively with multiple stakeholders inside and outside of CUNY including faculty, administrators, employers, and industry partners.
- Ability to attend evening and weekend events 3-4 times per month.