



Job Title	Program Administrator
PVN ID	VA-2106-004074
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY Building Performance Lab
Status	Full Time
Annual Salary	\$75,000.00 - \$85,000.00
Hour(s) a Week	35
Closing Date	Aug 17, 2021 (Or Until Filled)

General Description

CUNY's Building Performance Laboratory is hiring qualified professionals to support the On-Site Energy Professionals ("OEP") Program that CUNY administers in partnership with the City of New York's Department of Citywide Administrative Services' ("DCAS") Division of Energy Management ("DEM"). The On-Site Energy Professionals Program, established through a partnership between DEM and CUNY Building Performance Lab, provides energy management professionals who operate as on-site consultants to fill critical staffing capacity needs at DEM and other City agencies.

For additional background:

CUNY BPL is an institutional platform for research and promotion of high-performance building practices. Our focus is on institutional, commercial, and multi-family residential properties and the people who manage and operate them. As part of New York City's largest public university, CUNY BPL is committed to serving the City in its efforts to reduce building energy consumption, within a wide range of programs.

DEM serves as the hub for energy management for City government operations. DEM develops the City's annual Heat, Light, and Power Budget; manages the City's electricity, natural gas, and steam accounts; helps agency partners identify and pursue energy-saving opportunities; does energy efficiency and clean power generation projects across the City's portfolio; and implements operations and maintenance best practices. Specifically, DEM is tasked with leading the City's efforts to reduce emissions from City government operations 40 percent by 2025, 50 percent by 2030, and 80 percent by 2050 from baseline.

For this specific role, CUNY BPL seeks a Program Administrator to serve within their team. The Program Administrator will offer program management and strategic communications support for the OEP Program. They will work closely with both the CUNY BPL team and DEM team. The person in this role will help increase

organizational effectiveness, support workforce planning, and develop resources within the context of the OEP Program.

Other Duties

The person's responsibilities are likely to include the following:

Under the domain of program management:

- **Program management support** | Serve as the CUNY BPL point of contact for the OEP Program and contribute to the effective, efficient management of the Program, in partnership with the CUNY BPL & DEM teams. Specifically, provide administrative support for recruitment, onboarding activities, and timekeeping.
- **Ongoing program development** | Partner with existing program managers to identify and implement recommended policy changes and process improvements. Develop program resources and tools to support continuous improvement.
- **Budget management** | Support budget tracking for the OEP Program.
- **Performance tracking support** | Support tracking for the OEP Program and contribute to accurate reporting of performance metrics for the program, including collecting and analyzing data.
- **Special project support** | Serve as a project manager for distinct talent, organizational, and workforce development special projects.

Under the domain of strategic communications:

- **Communications materials development** | Develop and revise materials to communicate program guidance, updates, requests for information to OEP staff. Support development of high-quality deliverables for internal and external communications (print and online communications).
- **Communication with DEM** | Support a positive and transparent working relationship with the DEM team to ensure successful program management.

Qualifications

The ideal candidate will bring the following education, skills, and experience to this position:

- A bachelor's degree from an accredited college or university with specialization in an appropriate field.
- At least two years of responsible full-time work experience, preferably within a people operations, learning and development, or strategic planning context.
- Excellent written, verbal, and graphic communication skills, with ability to produce polished, well-structured deliverables.
- Strong personal commitment to efficiency and motivation to develop and apply new expertise.
- Strong problem-solving skills and a track record of taking initiative to solve identified needs, with

appropriate and timely stakeholder consultation along the way.

- Energy efficiency background or knowledge is a plus.
- City government background or knowledge is a plus.