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<b>Job Title</b>	CUNY TechWorks Project Director
<b>PVN ID</b>	VA-1706-001899
<b>Category</b>	Managerial and Professional
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	Office of the Senior University Dean
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$70.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Aug 27, 2017 (Or Until Filled)

## General Description

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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 combine industry-aligned, applied skills training with academic coursework. The primary goal of this initiative is to ensure that CUNY's community college tech students gain the right mix of academic knowledge, practical technical training, and professional skills needed 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 new initiative, CUNY is seeking an experienced and entrepreneurial Project Director, with strong program and project management skills- as well as some knowledge of New York City's technology industry- to oversee the launch and operations of CUNY TechWorks. 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.

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

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

- Providing strategic guidance and oversight of CUNY TechWorks' program implementation and operations in collaboration with key stakeholders. Specific tasks include defining the program structures and systems, designing and executing program policies and procedures, and ensuring that the project is always on track to achieve its goals and outcomes;
- Working collaboratively with staff from participating colleges and partners both within and outside the university in order to achieve key project milestones and deliverables;
- Managing and assuming a key leadership role in the development and coordination the TechWorks' industry advisory board including overseeing the work outputs of its committees in areas such as curriculum development and job/internship placement;
- Managing 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;
- Writing and submitting quarterly project progress reports to the US Department of Labor's Grants Officer with support from CEWP and OWP staff;
- Supporting colleges on the implementation of their programs through targeted technical assistance;
- Identifying best practices and strategies for expansion and replication throughout the CUNY system;
- Overseeing the Central Office project budget;
- Supervising the CUNY TechWork's Program Manager; and
- Contributing elsewhere as needed

## Qualifications

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- Bachelor's degree required, Master's Degree preferred in public administration/policy, education, business, or related discipline.
- 4+ years' experience in career readiness, workforce development, tech recruitment or related areas. At least two (2) years program management/project management experience. Experience with projects involving multiple partners and the use of data to manage 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 successfully manage timelines/deadlines and to achieve key targets and milestones.
- Excellent writing and research skills. Capable of developing polished written text for funder progress reports, as well as website and marketing text and materials.
- 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.
- 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. Some design experience a plus.
- Strong communicator; must be comfortable speaking in front of groups of 10-25+ people.
- Good interpersonal skills; Can effectively and easily work across teams/departments and collaborating

with groups inside and outside of CUNY including faculty, administrators, employers, and industry partners.

- Ability to attend evening and weekend events 2-3 times per month.
- Knowledge and/or experience working at CUNY a plus.