Job Title: Academic Program Manager – Computer Science

Job ID: 21311

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

CUNY 2x Tech is a $20M Mayoral initiative to double the number of tech bachelors awarded by public colleges by 2022. It entails a comprehensive investment in the instruction, advising, and experience that are essential to prepare New Yorkers for 21st-century tech jobs in NYC. All CUNY 2x Tech faculty and staff members will play a critical role in ensuring that the college’s tech education is aligned with industry demand. The role will involve significant work directly with NYC-based industry partners and the NYC Tech Talent Pipeline to review curricula, provide feedback on students’ job-readiness, teach in the classroom, and ensure that overall tech education provided by the college is preparing students with the academic and career readiness skills they need to succeed.

The Academic Campus Manager will report to the Chairperson of Computer Science at the College of Staten Island. In addition to the CUNY title overview duties, tasks include but are not limited to:

- Provides support to accomplish CUNY 2x Tech goals and objectives and support for students' specialized needs in the Department of Computer Science.
- Manages delivery of services across multiple functions in the School of Science and Technology and outreach with other divisions to improve CUNY 2x Tech missions.
- Collaborates effectively with staff and faculty to realize academic support for students in the Department of Computer Science.
- Supports and holds periodic meetings with industry partners and the program Advisory Board and advocates for students, and academic partners to ensure the program’s effectiveness.
- Maintains communications with student population to gain the feedback of academic curriculum’s effectiveness and provides recommendations to upgrade curriculum.
- Collects data for, analyzes, and reports on grant activities and outcomes.
- Analyzes program data and develops measurement criteria in partnership with others to enhance student learning outcomes and success in each of the key CUNY 2x Tech dimensions.
- Maintains database of incoming and graduating students each semester.

QUALIFICATIONS

Bachelor's Degree and six years' relevant experience required.

Preferred qualifications include:
- At least three (3) years of experience with program or project management.
- Excellent written and oral communication skills.
- An understanding of tech industry and its relationship to higher education.
- Experience with data and reporting (both quantitative and qualitative written reports).
- Experience with or enthusiasm for: leading a team to launch a new initiative; building relationships with stakeholders in the public and private sectors; working directly with students; workforce development.
- Previous familiarity with academic environments, particularly in STEM fields.
- Previous professional experience in a tech field, preferably within or adjacent to NYC tech companies.
- Proficiency in Microsoft Office applications and experience or ability to quickly learn appropriate modules in the CUNYfirst system.

CUNY TITLE OVERVIEW

Manages curriculum development and operations of a College's specialized academic program under the direction of a senior administrator.
- Implements and monitors a comprehensive academic program development plan; makes recommendations to improve department policies and procedures
- Assists Director with outcome assessment and strategic planning to further develop program offerings
- Prepares analytical and statistical reports for management
- Serves as resource expert regarding program policies and procedures
- May manage professional and/or clerical staff
- May act on behalf of Director in his/her absence
- Performs related duties as assigned.

Job Title Name: Academic Program Manager

CUNY TITLE
Higher Education Associate

FLSA
Exempt

COMPENSATION AND BENEFITS

Salary commensurate with education and experience.

CUNY’s benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

To apply, please visit https://cuny.jobs/ and enter the Job ID# in the “What” section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

CLOSING DATE

November 27, 2019

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.