



Request for Proposals

Career Skills Academy – Student Career Advisor Program Manager

Date Issued: January 5, 2022

Date Due: January 26, 2022 by 12:00pm EDT

CUNY SPH FOUNDATION CONTACT

Candace Lamb, Career Skills Academy Program Director

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About CUNY SPH

Launched in 2016 as the 24th independent school within the City University of New York, the CUNY Graduate School of Public Health and Health Policy ("CUNY SPH") is committed to excellence in teaching, research, and service. We work collaboratively to create a healthier New York City and healthier populations across the globe, living on a healthier planet. CUNY SPH is a leader in promoting equitable and evidence-based solutions to build healthy cities everywhere. Located in the vibrant Harlem neighborhood within the global metropolis of New York, and a vital part of the City University of New York, CUNY SPH is known for our innovative programs and our inclusive culture. As New York City's public school of public health, CUNY SPH is committed to advancing health equity and social justice locally and globally; creating affordable, accessible, and supportive educational opportunities for all, including students from underrepresented communities, working adults, and first-generation scholars; and preparing public health professionals for the challenges of tomorrow.

About CUNY SPH Foundation

The CUNY SPH Foundation is an independent 501c3 nonprofit organization. Its mission is to advance the achievement of CUNY SPH's mission, vision and values as New York City's public school of public health through fundraising, building strategic partnerships and providing services as a champion for the school's students as they embark on public health careers and its faculty as they work to educate the next generation of public health professionals. We serve three communities of the school - it's students, the broader CUNY system of 25 institutions of higher learning serving 500,000+ current and continuous learners, and the public health of the city and state where we live and work.

About the Career Skills Academy

In a 2020 CUNY SPH student and alumni survey and series of focus groups, we learned that students felt prepared for work in terms of their public health discipline-specific knowledge. However, many did not feel as if they had the strategic knowledge and soft skills needed to secure a job and build a clear career path including advancement after being hired. This insight reinforced our belief that our students could benefit from additional support and training to be competitive in the workforce and thrive in their careers.

In 2021, CUNY SPH launched the Career Skills Academy ("CSA") to address issues raised in our survey and focus groups by developing a multi-pronged approach to bolster career skills of students. The goal of CSA is to train students in professional development topics with a focus on career preparation through a skills building curriculum. The curriculum features a dual module program – "Secure the Job" and "Thrive in the Job" – and pairs trainings with a speaker series for discussion of real-world applications of their recent learnings through the lens of senior executives in a variety of industries and sectors that our students aspire to enter. The comprehensive CSA track is intended for students who did not have access to professional development opportunities earlier in their educational careers, and who are under or unemployed over a two-year period. In 2022, CSA will launch an Mid-Career Track, designed for mid-career professionals who want to perfect some of their professional development skills.



Consulting Position Overview

As the Student Career Advisor Program Consultant of the Career Skills Academy (“Consultant”), you will be joining CUNY SPH at a critical moment in the school’s history as the need for workforce-ready employees with public health backgrounds continues to grow in response to the COVID-19 pandemic. The position calls for a committed individual with a record of accomplishment in program development and implementation in the area of career skills development. This individual should be capable of helping to manage multiple large-scale projects in a high demand, remote, and fast-paced environment. They should have the ability to speak publicly and not be afraid to roll their sleeves up to get the work done.

As the Student Career Advisor, you will play a key role in the growth of the Career Skills Academy by working with the CSA Program Director to advise students on job search strategies such as resume writing and interviewing, plan and conduct professional development workshops, and increase engagement with employer partners for recruiting, educational, and mentoring initiatives, including management of an informational interview database.

The Consultant will work collaboratively with and report directly to the Career Skills Academy Program Director to assist in building the employer engagement component of the Career Skills Academy and organizing the two tracks of the Career Skills Academy. The Consultant will lead course sessions as well as identify experts in the field of career preparedness to participate in and lead sessions. This position is grant-funded and is currently limited to two years. There is potential for an extension should funding become available. If funding is available, the Consultant will participate in the search for additional support in executing and implementing the Career Skills Academy. Further, the Consultant will have access to administrative and operational support, as well as faculty and students to support thought leadership and partnership introductions.

***Note: Currently, the Career Skills Academy and this position are completely virtual, though there will be meetings on campus as needed.**

ESSENTIAL FUNCTIONS

Program and Curriculum Development:

- Collaborate with the CSA Program Director and office of Career Services to assist in developing a curriculum of lessons and activities for both CSA career tracks
- Implementation:
 - Create and run informational interview database to help students expand their professional networks and mentorship connections
 - Participate in quarterly updates to the Executive Director, CUNY SPH Foundation, or appointed representative to review progress for reporting purposes to funder(s).

The ideal candidate should have:

- Bachelor’s degree
- Experience with advising and programs in career services, fieldwork, higher education, student services, employer relations, or related fields.



- Understanding of the needs and challenges facing students from diverse backgrounds, particularly first generation and low-income students, graduate students, and students of color.
- Ability to work successfully in a virtual environment

Preferred qualifications:

- Master's degree in higher education, counseling, public health, or related discipline.
- Experience in public health, policy, public administration, or related fields.
- Excellent interpersonal skills, including strong verbal/ written communication and presentation skills.
- Exceptional attention to detail, organizational skills, and a track-record of project follow-through.

Vendor Requirements to Submit with Application

- Resume
- Cover letter
- Any current clients/other time commitments
- Eligible to be employed in the United States (EIN or SNN required)

Restrictions

Current CUNY employees or students will not be considered. If an individual, no benefits will be offered with this project.

How to Apply

Submit a cover letter and resume for the position. Include maximum contract bid needed to conduct the work (do not exceed the maximum award allowed of \$80,000 per 12-month period), a primary contact for the bid (name and email address) and available start date.

All applications must be submitted to Fund@sph.cuny.edu with "Career Skills Academy Program Manager" as the subject line.

Review and Selection Process

Completed eligible applications submitted by January 26, 2022 deadline will be evaluated and scored. All applicants will receive a notification of whether their proposal was selected. Only qualified candidates will be invited to participate in interviews. The CUNY SPH Foundation will not provide scores, disclose process or specific review feedback to unsuccessful applicants.