

Title: Special Projects Manager

Office: Experiential Learning and Career Services

POSITION OVERVIEW

As the **Special Projects Manager** of the Career Skills Academy in the Office of Experiential Learning and Career Services, 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 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 Special Projects Manager, you will play a key role in the growth of the Career Skills Academy by working to plan professional development events and increase engagement with employer partners for recruiting, educational, and mentoring initiatives, including management of an informational interview database.

The Special Projects Manager will work collaboratively with and report directly to the Director of Experiential Learning and Career Services to assist in building the employer engagement component of the Career Skills Academy. The Special Projects Manager will identify experts in the field of career preparedness to participate in and lead sessions. There is potential for an extension should funding become available. Further, the Special Projects Manager will have access to administrative and operational support, as well as faculty and students to support thought leadership and partnership introductions.

This position is grant-funded and currently limited to one full-time year (52 consecutive weeks). There is potential for an extension should funding become available.

This is a virtual position at 35 hours of work per week. The salary for this position is \$70,000 and includes [RFCUNY Employee Benefits and Accruals](#).

ESSENTIAL FUNCTIONS

Implementation and Assessments:

- Build relationships and partner with employers to identify and connect students with recruitment opportunities
- Maintain informational interview / partner database to help students expand their professional networks and mentorship connections

- Plan and execute events to connect students with employers and relevant OEL/OCS partners; maintain events calendars and other relevant platforms to promote events
- Create, administer, maintain, and report on employer/partner assessments and feedback; make necessary course corrections
- Participate in quarterly updates to the Executive Director, CUNY SPH Foundation, or appointed representative to review progress for reporting purposes to funder(s).
- Review program progress with OEL/OCS Director; create and administer formal and informal program assessments, and work with the team to make necessary course corrections
- At the conclusion of each program cycle, help develop a report summarizing key successes and areas for improvement, which can be shared with senior leadership.
- Assist and participate in college-wide and CUNY-wide activities, such as admitted student events and orientations
- Other duties as assigned

Program Development:

- Collaborate with the OEL/OCS team to assist in developing a curriculum and activities for two semester-long complimentary modules on the themes “Secure the Job” and “Thrive in the Job” to train students with core career readiness competencies to excel in their careers.
- Act as a member of the selection committee to select new CSA cohorts
- Provide supplemental career advising support as needed

Minimum qualifications:

- Bachelor’s degree
- At least one year of experience in programs in career services, advising, 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

HOW TO APPLY

Submit a cover letter, resume, and available start date to hannah.lathan@sph.cuny.edu. All applications must be submitted with “Special Projects Program Manager” as the subject line.

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 skill building curriculum. The curriculum features a dual module program – “*Secure the Job*” and “*Thrive in the Job*” – and pairs trainings with a masterclass 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 launched the Mid-Career Track, designed for mid-career professionals who want to perfect some of their professional development skills.

ABOUT CUNY SPH

The CUNY Graduate School of Public Health and Health Policy (CUNY SPH) is committed to excellence in teaching, research, and service. We work collaboratively toward creating a healthier New York City and healthier populations across the globe, living on a healthier planet. We are leaders 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, the world’s largest and most diverse urban public university, CUNY SPH is known for our innovative programs and our inclusive culture. As New York City’s top public school of public health, CUNY SPH is committed to advancing health equity and social justice locally and globally; creating excellent, affordable, and accessible 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.