[SAMPLE] Job Description for Program Manager for Microsoft NYC Tech Jobs Academy

Title: Program Manager
Employer: [Vendor]
Role: Primary Day-to-Day Manager Working with Microsoft's Technology & Civic Innovation Group
Location: New York, NY

New York's greatest resource is its people. In order to help individual New Yorkers, businesses, and the community at large continue to excel, Microsoft is partnering with the Mayor's NYC Tech Talent Pipeline and the City University of New York (CUNY) to launch the Microsoft NYC Tech Jobs Academy. The Academy is an accelerated learning program that builds on Microsoft's experience designing and delivering an intensive program for people leaving the military. Such programs focus on building expertise relevant to key tech trends such as big data and cloud computing and the skills individuals need to succeed in highly-collaborative tech workplace environments. For New York, Microsoft is identifying the top job skills most-needed by 3,000 partner companies in the area and providing a full-time curriculum to deliver these skills in a matter of months, not years. Through this program, students will be empowered with real-world tech career skills, and the tech sector will get access to the passionate, job-ready talent it needs. Microsoft is committed to improving education outcomes and helping people in New York City do more and achieve more. The Tech Jobs Academy represents a pioneering step forward in creating opportunity for all.

Responsibilities:
The Program Manager will manage and coordinate the planning, execution, and evaluation of the pilot phase of the Tech Jobs Academy. Responsibilities will include:

- Manage coordination across groups within Microsoft and externally with specific CUNY campuses and NYC Tech Talent Pipeline staff within New York City government.
- Actively participate in discussion of pilot program design.
- Develop material to support outreach on pilot to diverse audiences.
- Coordinate participant recruitment, application assessment process, and student intake processes, including cross-organization external marketing and communications.
- Support participant and outcome tracking.
- Build and maintain relationships with Microsoft partners companies to facilitate Academy participants' connections to job interviews and opportunities.
- Coordinate with Microsoft experts on ensuring CUNY campus understanding and implementation of curriculum, labs, materials, and tests.
- Participate in cross-institution budget planning and design plans to scale the program more broadly.

Qualifications:

Strong candidates will have:

- Ability to manage multiple work streams, perform under pressure and in the face of tight deadlines.
- Excellent research, quantitative, problem solving and strategic thinking capabilities.
- Ability to work independently to monitor and advance plans, detect issues, and identify solutions.
- Strong interpersonal and written communication skills.
- Ability and willingness to work with a geographically-distributed team in a collaborative environment with diverse perspectives.
- High attention to detail.
- Familiarity with information technology industry and/or academic training programs a plus.

To apply email [xxxx]. The position closes on [x].