

HACU

Job Description

Job Title: HNIP Program Manager
Department: HACU National Internship Program -Washington, DC
Reports To: HNIP Executive Director
FLSA Status: Exempt
Prepared By: Jonathan Santeliz, HNIP Executive Director
Created: 11/29/2016
Salary Range: \$60-70,000

SUMMARY

The HACU National Internship Program (HNIP) is one of the largest internship programs providing career-launching opportunities for students from Hispanic-Serving Institutions and from across the country. Since our inception in 1992, the program has placed over 11,000 undergraduate and graduate students in federal and corporate sector internships. We recruit the best and brightest from our HSIs and from across the country and we develop partnerships with federal government agencies that believe that diversity is key to developing a more inclusive, innovative, and productive workforce.

GENERAL RESPONSIBILITIES

Under the general supervision of the Executive Director (ED) of the HACU National Internship Program (HNIP), the Program Manager (PM) is responsible for managing the HNIP's activities and processes that support the selection, placement and successful development of the students' internship experience in the federal government. The PM serves as one of two principal liaisons with federal government supervisors and agency liaisons and provides guidance to federal government agencies on the implementation of a successful student professional development program.

He/She will propose recruitment priorities and implement a marketing strategy based on past, current, and future internship contract demands. The PM must also cultivate relationships with university faculty, administrators, deans, partner nonprofit organizations, and program alumni that will contribute to the growth and quality of the student applicant pool.

He/She is responsible for producing all deliverables as specified in their assigned grants and contracts. In collaboration with the ED, s/he will ensure that HNIP is in full compliance with grant and contract requirements and will support the HNIP Executive Director with strategic planning, development, and partnership cultivation. The Program Managers co-direct for HNIP in the absence of the Executive Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Responsible for maintaining constant communication with federal agency sponsors on all matters related to the execution of the contract, grants, or cooperative agreements.
- Ensures compliance and production of all deliverables.
- Works on strengthening existing partnerships and developing new ones.
- Represents HACU or HNIP in various diversity recruitment panels, contract briefings and debriefings, and networking functions.
- Collaborates with the other PM to generate session close-out, annual, ad hoc reports for their assigned agency.
- Develops and implements an annual recruitment and marketing strategy in collaboration with the other PM and the ED with the goal of enhancing the pool of student applications that meet the demands of our agency sponsors.
- Builds a network of university faculty, administrators, partner organizations, and program alumni.
- Monitors, pre-screens, assesses, ranks, and matches student applications based on internship request criteria.
- Assists the Events Manager identify speakers, helps moderate panel discussions, or conduct professional development workshops for interns.
- Provides guidance and oversight on the development of our intern newsletters, web content, printed and electronic marketing materials, and other external communication.
- Advises and trains Program Coordinators and seasonal Program Assistants on program operations.
- Informs the HNIP Executive Director on agency demands, recruitment trends, and operational needs and makes recommendations on staffing needs and other resource allocations.
- Assists in developing grant proposals and other fund-raising initiatives in conjunction with the ED.
- Provides input on fine-tuning IT resources and presents protocols to improve training and eliminate inefficiencies.
- Co-directs HNIP in tandem with the other Program Manager in the absence of the HNIP Executive Director.

SUPERVISORY RESPONSIBILITIES

Shared oversight of the work of 4 seasonal Program Assistants and 3 Program Coordinators as it pertains to all program operations.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Minimum of a bachelor's degree (BA/BS) in human resources, education, communication, business, marketing, student affairs, or related field, AND a minimum of five years of experience working with college students in a professional position required. Master's degree preferred.

Experience in career counseling, diversity recruitment, student development, and/or nonprofit program management as well as basic knowledge of federal government contracting and acquisition is a plus.

LANGUAGE SKILLS

Ability to respond to inquiries or concerns from federal/governmental personnel, interns, staff or members of the business community. Ability to read, analyze, and interpret common business and educational journals, contracts & grants, financial reports, and legal documents with the utmost attention to detail. Ability to effectively present information to senior management, federal/governmental agencies, educational institutions, or corporate and public groups. Spanish language proficiency highly desired.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

REASONING ABILITY

Ability to define problems, spot trends, collect and analyze large sets of data, establish facts, and draw valid conclusions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER QUALIFICATIONS

Excellent speaking, writing, and editing skills. Strong knowledge of the 2010-2013 MS Office Suite, database applications like Excel and Access, some HTML and content management systems management, and social media tools. Must be able to work independently in a fast-paced environment and take ownership of their tasks and responsibilities. Ability to multitask and prioritize. Must be able to travel (max 20%). Must have a valid driver's license.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.