Job Title: Student Career Manager

Job ID: 24775

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 10,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate’s, bachelor’s, master’s and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site with residential housing and is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The Student Career Manager will report to the Director of the Center for Career and Professional Development. The Student Career Manager, in collaboration with existing campus staff, will act as a key campus resource in cultivating industry/employer partnerships that increase the number of high-quality paid and non-paid internship and full-time job opportunities available to College of Staten Island students.

Campus Specific Duties:

- Responsible for developing and executing College of Staten Island employer and industry engagement strategy with the goal of increasing the number of employer partners, or deepening existing employer partnerships, to drive paid internship opportunities available to students. Oversee the virtual and in-person recruitment/placement process for those opportunities, serving as the technical point person for the Center with a focus on coordination of employer and career staff hosted virtual workshops and presentations.
- Work with the business community to increase their participation in campus career readiness activities such as virtual or in-person career exploration events, professional panels, etc.
- Collaborate with campus partners to facilitate student outreach and connection with employers for professional development and internship placement through a variety of channels including digital and social media platforms.
- Identify opportunities and facilitate collaboration between faculty and employer partners to introduce industry-relevant course content.
- Track, collect and report data around employer partners, internship and job opportunities, and campus engagement activities using CRM systems, databases, or other data collection tools. Assist in developing and reporting on program/workshop success by dissemination of Center Assessment Plan surveys and contributing to new and innovated assessment tools.
• Be actively engaged in relevant business communities including attending events/conferences and serve on advisory boards and industry councils where appropriate.

• Take individual and group student appointments focused on internships, employment, and career readiness, including conducting workshops on building student LinkedIn profile pages.

• Serve as the technical point person for the Center, with a focus on coordination of employer and career staff hosted virtual workshops and presentations. Assist in coordination of the career centers on campus and virtual outreach efforts to students, including coordination of an internship virtual or in-person career fair.

• Troubleshoot any technical issues students/alumni and employers may encounter when creating online Handshake accounts, posting jobs and internships, or registering for events. Act as liaison for the Center’s web site and Handshake – including ongoing maintenance and update of the web site and Handshake, providing training and technical assistance to Center staff regularly and resolving technical issues for staff, faculty, students, and alumni.

• Develop and deploy a social media procedural policy for office use. Coordinate office social media and report on usage. Assist staff as needed in the use of social media tools. Coordinate media programming for the Center’s flat screen television and manage all social media platforms (Facebook, Instagram, Pinterest, Twitter, YouTube), CSI Connect, Center’s LinkedIn page, and other on-campus media programs. Supervise Social Media interns.

• Work to increase center and on-site traffic through utilization of various marketing tools (Google Analytics, keyword research tools, etc.), with attention to, and inclusion of alumni.

QUALIFICATIONS

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

Preferred qualifications include:

• 5+ years of relevant experience in sales, fundraising, business development, workforce development, or a similar field required. Must have experience with outreach, partnership cultivation, and program management.

• 3+ years of recruiting, workforce, or industry work experience in at least one of these relevant sectors. Should have strong knowledge of hiring practices, entry-level talent needs, and paid internship/job opportunities.

• Must be a solutions-oriented, strategic thinker with a demonstrated ability to meet established targets and deadlines.

• Must be tech savvy and comfortable using a variety of technology tools including social media platforms (i.e. Twitter, Facebook, Instagram, etc.), webinar tools such as Zoom and Webex, CRM and internal databases for data collection. Intermediate to advanced MSWord, Powerpoint, and Excel skills.

• A natural relationship builder. Ability to demonstrate knowledge of effective strategies for working with diverse faculty, staff, students, and employers in promoting a diverse, equitable, and inclusive workforce/academic environment.

• Highly organized and able to work both independently and as part of a team.
- Must possess an attention to detail and excellent written and verbal communication skills.

CUNY TITLE OVERVIEW

Develops and manages career development programs and services in a College of Unit and assumes a leadership role in the design and delivery of creative approaches to career education and planning.

- Assists in unit planning, such as setting goals and objectives, and monitors status of progress toward meeting goals

- Designs and produces outcomes assessment reports; reviews outcomes and feedback and recommends strategies to expand and improve services.

- Directs a portfolio of targeted career programs, such as mentoring, internship, and alumni programs

- Manages one or more aspects of career office operations, such as on-campus recruiting

- Evaluates new technologies, assessment materials, and other career tools, makes recommendations, and acquires/implements them

- May counsel a limited number of students

- Performs related duties as assigned.

Job Title Name: Student Career 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 http://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.

**Candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law. Being fully vaccinated is defined for this purpose as being at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. Final candidates must be fully vaccinated as of their first day of employment.

**Until further notice, this is a hybrid position, eligible to work remotely and work in the office. All CUNY employees must reside within a commutable distance to the tri-state area.

**CLOSING DATE

October 9, 2022

**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.