



Job Title	Graduate Coach, Marketing & Communications Hub
PVN ID	BA-2412-006644
Category	Clerical/Office Services
Location	BARUCH COLLEGE
Department	Starr Career Development Center
Status	Part Time
Hourly Rate	\$24.00-\$24.00
Hour(s) a Week	15.00-19.00
Closing Date	Mar 02, 2025 (Or Until Filled)

General Description

Career Launch/Spring Forward Internship Programs seek two supportive, flexible, and detail-oriented individuals to serve as Graduate Career Coaches. The Coaches will report to the Spring Forward/ Career Launch Program Manager(s).

Spring Forward and Career Launch are paid internship programs for undergraduate CUNY Students with little to no paid internship experience. Baruch College is one of four colleges selected as a “hub” and will create opportunities related to the field of Marketing & Communications. Students will apply to specific hubs and once accepted to the program, apply to jobs within the industry. Each college hub will match students to their designated worksites and manage relationships between the student and employer.

This is a part-time (15 to 19 hours per week), temporary, hybrid position, beginning in February 2025 and running for 7 weeks (with possibility of extension). The on-site location is Baruch College. Occasional travel to other CUNY campuses may be requested with advance notice.

Other Duties

Reporting to the Hub Program Manager(s), the Coaches are responsible for assisting the program managers with recruitment and onboarding for CUNY Career Launch interns. The coach will provide one-on-one career coaching and mock interviews to students. The coach will also provide additional support as needed.

Hub Program Support

- Observe group interviews and provide feedback on student applicants;
- Support the training of student interns on processes, tools, policies and work readiness;
- Provide one-on-one career coaching, resume support and mock interviews to marketing & Comms hub students; Facilitate ongoing professional development workshops for students;
- Conduct one-on-one and group check ins and coaching to support student persistence;

- Conduct employer partner outreach to ensure that all deadlines are being met;
- Assist with navigating employer inquiries and concerns;
- Support with reviewing and editing employer opportunity posts submitted on online database.

Qualifications

The successful candidate will have the following knowledge, skills and abilities:

- A Bachelor's Degree required; matriculation in an advanced degree in social work, higher education administration, or social science discipline preferred
- At least one(1) years' experience in career services
- Strong administrative skills and ability to anticipate problems and find solutions
- Outstanding verbal and interpersonal communication skills to work and interact effectively, collaboratively, and cooperatively with a diverse community of students and staff
- Strong computer proficiency using standard office software programs in particular Microsoft Office and Excel or Google Sheets.
- Experience working collaboratively in a team-oriented and outcomes-focused environment;
- Ability to thrive in a fast-paced, dynamic, and ever-changing work environment.
- CUNY undergraduate alumnus, current graduate student

PREFERRED QUALIFICATIONS

- Experience in workforce development, career services, student services education or a related non-profit field.
- Ability to take initiative and be solution oriented.
- Public speaking or group facilitation experience.