Job Title	Career Support Specialist
PVN ID	BA-2502-006703
Category	Managerial and Professional
Location	BARUCH COLLEGE
Department	
Status	Full Time
Annual Salary	$75,000.00 - $85,000.00
Hour(s) a Week	35
Closing Date	Mar 28, 2025 (Or Until Filled)

General Description

Baruch College is seeking a highly motivated and detail-oriented Career Support Specialist to provide critical support for students in the Paul H. Chook Department of Information Systems and Statistics with emphasis on support for the newly launched Tech Talent Pipeline (TTP) Residency.

This position is ideal for someone with strong technical, data analysis, and event coordination skills. You will work closely with the Academic Student Support Program Specialist in the department and other relevant stakeholders to facilitate student career coaching services, data management, and program support for students pursuing careers in technology. In addition to collaborating with the department, you will also work with the Starr Career Center and the Paul H. Chook Department of Information Systems and Statistics to support the development of the Tech Talent Pipeline (TTP) Residency by fostering contacts with the industry to seek internship opportunities for the TTP residency students.

About Paul H. Chook Department of IS and Statistics

The largest accredited collegiate school of business in the United States, Baruch College's Zicklin School of Business has earned a national and international reputation for excellence. It offers nationally ranked undergraduate, part-time, and full-time MBA programs, specialized masters, and doctoral programs. The Paul H. Chook Department of Information Systems and Statistics offers undergraduate majors and minors in Information Systems (IS) and in Statistics and Quantitative Modeling (SQM).

About the TTP Residency @ Baruch College

The TTP Residency @ Baruch College program is designed to deliver qualified tech talent to local employers and short-term professional opportunities to competitive NYC undergraduates. A partnership between the NYC Tech Talent Pipeline and Baruch College, TTP Residency gathers valuable feedback from host businesses to better align tech education with the workforce needs of NYC employers looking for students starting STEM careers at the intersection of business and technology.

Other Duties

Student Career Coaching, Support and Engagement:

- Organize and promote student events, workshops, networking events, guest speaker sessions, and industry panels to provide students with exposure to the tech industry and facilitate career coaching
- Ensure student access to resources and support systems and serve as the primary point of contact for student inquiries and concerns about Career Development
- Develop and distribute communications about programs, services, and events
- Collaborate with other departments to promote events and activities

Administrative Support & Record Keeping:

- Maintain student records and databases, ensuring accuracy and confidentiality
- Provide administrative support for projects, including tracking progress and preparing reports

Career Development & Employer Relations:

- Establish relationships with employers willing to offer internships and full-time employment and conduct meetings to agree on qualification criteria for internship and entry-level roles
- Provide career advisement to help program participants identify career goals, overcome barriers. Prepare participants to apply, interview and secure tech internships and/or full-time positions
- Tracks participants' professional skills, technical skills and job readiness
- Assist in recruitment processes, such as scheduling interviews
- Support the TTP Residency brand recognition on social media platforms, such as LinkedIn, to attract businesses
- Other duties as assigned

Qualifications

- Bachelors Degree required
- 2-4 Years' experience working in program management, career coaching and/or business development
- Experience dealing with undergraduate students and recent alumni
- Comfortable with employer outreach business development and partnership building
- Understanding of the tech ecosystem scene, as understood broadly (e.g., jobs, careers, companies, meetups, fairs, networks)
- Understanding of career development trends, particularly at the intersection of the tech sector and Business (as the program serves CIS students who pursue Tech careers in a variety of tech roles and domains)
- Event Planning & Coordination: Previous experience organizing and managing events, preferably in an academic or professional setting
- Communication: Excellent written and verbal communication skills, with the ability to collaborate across departments and present data-driven insights clearly
- Time Management & Organization: Strong organizational skills, with the ability to juggle multiple tasks and deadlines effectively

Preferred Qualifications:

- Experience working with student-facing CRM systems (e.g., Navigate360)
- Familiarity with Qualtrics or other survey tools for gathering student feedback and program evaluations
- Tableau Experience: Proficiency in Tableau for data visualization and dashboard creation. Ability to analyze and interpret data to create actionable insights
- Data Wrangling: Strong skills in data cleaning, transformation, and analysis, including experience with tools like Excel, Python, or R
- Web Development & Forms Creation: Experience with WordPress for content management and online form creation (e.g., Google Forms, JotForm, or Typeform)
- Automation Tools: Knowledge of automation tools and processes to streamline routine tasks, especially in data collection, reporting, and event management
- A proactive, solutions-oriented approach to problem-solving