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Job Title	Director of PhD Student Recruitment & Success
PVN ID	CC-2403-006170
Category	Administrative Services
Location	The CITY COLLEGE of NEW YORK

**Department**

Status	Full Time
Annual Salary	\$90,000.00 - \$100,000.00
Hour(s) a Week	35
Closing Date	May 05, 2024 (Or Until Filled)

## General Description

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The City College of New York Translational Research Excellence Across Disciplines (TREAD) Center, sponsored by the US Department of Education, seeks to hire a Director of PhD Student Recruitment & Success. This individual will work closely with the TREAD leadership team, reporting to the Center Co-Principal Investigators, to administer recruitment, retention, career development, translational training, and job placement activities and contribute to the overall management of the Center. The Director of PhD Student Recruitment & Success will establish recruitment and job placement strategies for CCNY PhD students; manage and organize the Center workshops; manage the coordination between the TREAD faculty, students, and staff; coordinate with the philanthropy team; build strong relationships with the Sponsor (The Department of Education) and the Industry-Government Advisory Board; and assist in reporting to the Department of Education and the evaluator. Specific areas of responsibility for the Director of PhD Student Recruitment & Success include:

**Student Tracking and Advising:** This individual will engage with TREAD students directly to track their progress through the program and offer tailored support. They will also hold regular office hours for all CCNY PhD students to discuss career goals and pathways to finishing their degree and finding rewarding employment.

**PhD Student Recruitment:** This individual will run planned recruitment activities, including:

- Coordinating outreach workshops in collaboration with Center partners, including John Jay and other NYC institutions.
- Attending national and regional conferences to recruit students.
- Following up with prospective students to discuss CCNY PhD programs and the opportunities available on campus.
- Create recruitment and advertising materials associated with recruitment

**Management of Industry Training Partnerships:** This individual will work with industry partners to place students in internships and training programs, and act as a liaison between industry partners and TREAD. They will also track student engagement with partners and strategize ways to better involve students with

industry stakeholders.

**Student Data and Reporting:** This individual will work closely with the evaluation team to prepare reports on PhD student recruitment and success statistics.

**Project Data and Reporting:** This individual will work closely with the leadership team to prepare project reports for the Department of Education.

## Other Duties

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## Qualifications

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### Minimum Requirements/ Qualifications

- Bachelor's degree in engineering, science, management, higher education, or related field.
- Experience in establishing recruitment, retention, career development, or job placement programs for students.

### Preferred Requirements/ Qualifications

- Program or project management experience.
- A professional or advanced degree such as an MBA or MS is preferred
- Experience working with PhD students.