
Job Title	Assistant Director of Career Development
PVN ID	GS-2109-004244
Category	Managerial and Professional
Location	The GRADUATE CENTER
Department	Honors College
Status	Full Time
Annual Salary	\$65,000.00 - \$68,200.00
Hour(s) a Week	35
Closing Date	Nov 19, 2021 (Or Until Filled)

General Description

This position is located at Macaulay Honors College (35 W 67 Street)

About Macaulay

In collaboration with eight of CUNY's senior campuses (Baruch, Brooklyn, City, Hunter, John Jay, Lehman, Queens and Staten Island), Macaulay Honors College (MHC) provides the most promising undergraduate students with an elite academic program of interdisciplinary seminars, personalized advisement, and experiential learning supported by dedicated funding for study abroad, internships, and research. With approximately 2100 students distributed on campuses across the five boroughs of New York City, Macaulay's student body embraces the diversity of New York and represents the best and brightest of our next generation of leaders.

About Career Development at Macaulay

In order to provide students with internships of the highest quality, we work with potential employers to develop opportunities that are carefully monitored, substantive previews of a career or profession with clear learning goals. Our digital career services management tool has allowed us to expand opportunities (CareerPath); providing employers with access to highly qualified candidates and allowing students to find the right fit among the many roles offered.

Other Duties

Counseling

- Advise and counsel students one-on-one to enhance personal brand via resume, cover letter, mock

interviews and more

- Develop and teach career focused workshops: resume, cover letters, LinkedIn, networking and informational interviews

Events/Programming

- Secure Professional Lunch Series, (a lunch and learn of varying industries), Industry talks, Discovery Learning and Info Sessions Speakers
- Oversee programs including the Macaulay Research Assistantship and Macaulay Mentorship Program
- Present Career Development services at Freshman Seminar sessions on respective CUNY campuses to further promote and encourage students to visit central campus.

Employer Relations

- Engage with employers to create new opportunities for our students by networking, cold-calling/emailing and utilizing LinkedIn
- Monitor, update and vet potential employees for Macaulay Honors College: Handshake to ensure legitimacy of employers
- Manage relationships with employers to continue development of employer relations
- Review opportunities, employers and other tasks on Mailchimp

Intern Supervision/Student Body Communications

- Supervise and assign tasks to our interns by guiding and sharing the importance of the Career Development's growth
- Delegate, review, edit and upload blog post topics to students to provide an authentic voice for the blogs for the Macaulay Honors College website
- Communicate, meet and discuss ideas with Macaulay Honors College representatives on each campus regularly to ensure all advisors are up-to-speed on new initiatives. (when we're back in person)
- Update the Career Development Internship Manual to reduce training time which provides all necessary information, rules and policies in a concise format

Qualifications

- Public speaking
- Excellent communication and organizational skills
- Ability to multitask; managing projects simultaneously
- Experience with event planning and meeting needed deadlines
- Experience with Google Suite, Microsoft Office, WordPress, Hootsuite, LinkedIn, Handshake and/or Slack preferred (bonus)
- Experience working with college-aged students and diverse populations