
Job Title	Career Development Coordinator
PVN ID	VA-2507-006907
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY EDGE
Status	Full Time
Annual Salary	\$70,000.00 - \$70,000.00
Hour(s) a Week	35
Closing Date	Sep 03, 2025 (Or Until Filled)

General Description

CUNY EDGE is the latest initiative of a 20+ year partnership between the City University of New York (CUNY) and the New York City Human Resources Administration (HRA) to support public assistance recipients enrolled in college. Launched in 2016, CUNY EDGE provides students with services, benefits, and support to achieve academic excellence, graduate on time, and secure meaningful employment. Key components include academic, personal, and professional advisement, personal development seminars, experiential learning opportunities, and public benefits case management. Serving over 4,000 students across 20 campuses, CUNY EDGE is led by a Central Office team of nine that supports more than 70 campus-based staff who deliver direct services to students. Learn more at cuny.edu/cunyedged.

Housed within the Office of Academic Affairs, Student Success Initiatives unit at the CUNY Central Office, the Coordinator of Career Development is a motivated and collaborative professional with experience in career education, employer engagement, and program development. This position was established to advance CUNY EDGE's mission by enhancing career development services and fostering integration with academic advising across campuses.

The Coordinator will collaborate with staff and leadership from 20 campuses to enhance career readiness efforts, support experiential learning initiatives, and advance strategies that strengthen the transition from college to employment.

Reporting to the Deputy Director of Career Development and Experiential Learning, the Coordinator will be a key resource for CUNY EDGE college-based staff. This role supports campus-based career efforts, helps maintain employer partnerships, and contributes to the development and dissemination of system-wide best practices in career development. The Coordinator will also aid in developing and implementing internship and fellowship opportunities, including those funded through grants, to enhance student experiential learning.

Furthermore, the Coordinator will help oversee CUNY EDGE's partnerships with organizations that provide students with financial literacy education and mentorship services. Career programming and advising will be guided by the NACE (National Association of Colleges and Employers) career readiness competencies to ensure alignment with industry standards.

DUTIES AND RESPONSIBILITIES

Career Development and Advising Integration

- Advance efforts to integrate intentional, student-centered career and academic advising across CUNY EDGE campuses to ensure students graduate with a clear academic plan aligned with meaningful, attainable career goals.
- Partner with campus-based advisors and specialists to champion the use of evidence-based career development tools and structured curricula that empower students to assess their strengths, explore industry-informed pathways, and define actionable career objectives.
- Convene collaborative, solutions-focused communities of practice and facilitate regular knowledge-sharing sessions for staff to exchange best practices, innovative strategies, and high-impact resources in career development.
- Design and implement targeted professional development initiatives for CUNY EDGE staff, including hands-on workshops, expert-led training sessions, and peer-driven learning opportunities centered on career coaching strategies, evolving labor market trends, and employer partnership cultivation.

Campus Career Support

- Deliver targeted career coaching and advising at campuses lacking a dedicated career specialist or requiring supplemental support.
- Guide students through job preparation with focused workshops and one-on-one coaching on resumes, interviewing, and professional etiquette.
- Assist campuses in sourcing and coordinating relevant internship and fellowship opportunities aligned with students' interests and academic pathways.
- Help organize high-impact career events, including employer panels, job fairs, site visits, and networking sessions.
- Track and assess student engagement, placements, and outcomes to support data-informed program improvements.
- Contribute to creating engaging, user-friendly career readiness guides and employer outreach materials.
- Travel to CUNY campuses and internship/fellowship sites as needed.

Employer Engagement and Programming

- Cultivate and maintain relationships with employers and industry partners to expand access to career opportunities aligned with students' interests and fields of study.
- Promote CUNY EDGE students and programs to potential internship hosts and hiring.
- Coordinate with Central Office and campus teams to disseminate job and internship postings and facilitate student referrals.
- Stay current on labor market trends and incorporate industry insights into career programming and advising.

Other Duties

- Attend staff meetings and trainings as required.
- Perform special projects and other duties as assigned.

Qualifications

Minimum Qualifications

- Bachelor's degree in Counseling, Psychology, Higher Education, Human Services, or a related field with at least five years of relevant experience in career development, workforce development, higher education, or a related field.
- Strong knowledge of career coaching techniques, student development theory, and labor market dynamics.
- Experience advising students on career readiness topics, including resume writing, interviewing, networking, and job search strategies.
- Demonstrated ability to build relationships with employers and facilitate experiential learning opportunities.
- Excellent written and verbal communication.
- Ability to collaborate with diverse stakeholders and work effectively across.
- Creative and solutions-oriented, with strong organizational and presentation skills.
- Proficiency in Microsoft Office Suite, virtual event platforms, visual content platforms such as Canva, and data tracking tools.

Preferred Qualifications

- Familiarity with public assistance programs, first-generation college students, or underrepresented student populations.
- Experience delivering professional development workshops or training programs for staff.
- Understanding of CUNY systems and the New York City workforce.
- Experience administering or interpreting career assessments such as the Strong Interest Inventory and Myers-Briggs Type Indicator (MBTI) to support student exploration and decision making.

Work Environment and Physical Requirements

- This is a 70/30 hybrid position, subject to change. Remote work arrangements are not a right or entitlement of employment and, as such, are discretionary and subject to operational needs unless otherwise provided by the CUNY Flexible Work Guidelines.
- While performing these duties, the employee is required to:
 - Sit for extended periods
 - Use a computer and other office equipment
 - Occasionally lift or move items up to 20 pounds
- Reasonable accommodations will be made for employees with disabilities or other needs per RFCUNY policies and applicable laws.