



Job Title	Industry Employment Specialist
PVN ID	LE-2412-006614
Category	Instruction and Social Service
Location	LEHMAN COLLEGE
Department	Management & Business Innovation
Status	Full Time
Annual Salary	\$93,134.00 - \$99,532.00
Hour(s) a Week	35
Closing Date	Feb 10, 2025 (Or Until Filled)

General Description

The Office of Careers & Industry Partnerships (OCIP) at the City University of New York seeks an Industry and Employer Engagement Specialist to identify career opportunities and grow hiring pipelines for CUNY students and graduates.

The Specialist will engage with employers in defining workforce needs, identifying hiring challenges and opportunities, specifying skills and proficiencies needed to fill available roles, and exploring partnerships to help grow New York's emerging industries.

The BBA program in the Department of Management and Business Innovation at CUNY Lehman College's School of Business is dedicated to fostering innovation and leadership across key business areas, including Finance, Management, and Business Innovation. Our Finance concentration prepares students for careers in financial analysis, investment management, and financial consulting, offering courses that blend foundational theory with practical applications. We emphasize experiential learning across all concentrations, allowing students to engage in hands-on projects, internships, and networking opportunities that connect them to New York's financial and business sectors. Our program equips students with the skills and industry connections necessary to excel in today's competitive job market. Industry Employment Specialist will support the mission described above.

Other Duties

Build a Community:

- Secure partnerships with employers offering paid internship, clinical placement, and full-time job opportunities to students with target majors
- Continuously cultivate and grow employer relationships
- Share employment opportunities and, where appropriate, refer qualified students to employers for specific

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Establish a Peer Network:

- Coordinate with other industry specialists, campus career offices and CUNY leadership to maximize industry partnerships benefiting the campus and to learn about student and employer needs

Create Pathways:

- Secure paid internships and full-time job offers within target majors for our newest graduates

Communicate and Improve:

- Share knowledge with faculty, advisors, and the broader campus to encourage alignment with in-demand skills
- Participate in CUNY-wide training and events and utilize common tools deployed across the initiative

Qualifications

MINIMUM QUALIFICATIONS

Bachelor's degree and four years of professional work experience

Ideally, candidate will have one or more of the following:

- Experience in career services or economic or workforce development
- Experience with community and business outreach, ideally in implementing talent acquisition, outreach strategies, and business development
- Understanding of business and recruitment and hiring practices in key sectors of the NYC economy (e.g., tech, healthcare, green energy).