



Job Title	Assistant Director of Career Development
PVN ID	MH-2309-005884
Category	Managerial and Professional
Location	MACAULAY HONORS COLLEGE
Department	Student Services: Career Development
Status	Full Time
Annual Salary	\$65,000.00 - \$72,000.00
Hour(s) a Week	35
Closing Date	Dec 26, 2023 (Or Until Filled)

General Description

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

Reporting to the Director of Career Development, the successful candidate for the position will provide pre-professional training to undergraduates in a multicultural environment, focusing on the school-to-work transition. Our Career Development Center is a dynamic, fast-paced, and highly utilized student service, offering comprehensive career support to Macaulay's undergraduates from their freshman year through graduation, with additional services for alumni. In addition to career guidance, the Assistant Director will also spearhead our exciting events and programming, further enhancing our students' journey toward academic and professional success.

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

The Office of Career Development at Macaulay Honors College is committed to guiding students and alumni on their journey toward building meaningful academic and professional careers that align with their interests and skills. Our mission is firmly rooted in the college's overarching goal to provide exceptional students with transformative opportunities, both inside and outside the classroom, to inspire a lifetime of intellectual curiosity and service dedicated to making a positive impact in the world. Our vision is to enhance the value of Macaulay Honors College by diversifying resources and programming, positioning us as the preferred choice for companies seeking top student talent. We provide comprehensive and personalized career services, nurturing

academic and professional growth to create competent professionals and community leaders. Our goal is to cultivate career development opportunities that prepare our students to excel in the global job market.

Other Duties

Primary responsibilities will include but are not limited to:

- Plans, organizes, runs, and evaluates large-scale career fairs, expos, employer panels with the goal of connecting students with employers and increase student access to opportunities.
- Lead and instruct career-focused workshops covering topics such as resume building, crafting compelling cover letters, optimizing LinkedIn profiles, mastering networking strategies, and conducting informational interviews.
- Manage and facilitate signature programs, including the Macaulay Research Assistantship Program, fostering research opportunities, and the Macaulay Mentorship Program, promoting meaningful mentor-student connections.
- Present Career Development services at Freshman Seminar sessions on respective CUNY campuses to further promote and encourage students to visit central campus.
- Collaborates with faculty, student organizations and other campus groups on events and programming. Develop relationships with campus partners to identify opportunities for industry based career programs.
- Assess outcomes of programs, events, trends and provide reports to Director
- Contribute to the creation of Center's outcome, assessment, and donor reports
- Review assessments and evaluations to identify actionable steps to improve future programs and student employment outcomes
- Consults with faculty, staff, administrators, employers and alumni regarding students' career development needs
- Supports the recruiting/job postings team by identifying, reviewing and vetting new employer contacts
- Works individually and in groups on career preparation and job search techniques including resume writing, interviewing techniques, networking, LinkedIn, etc.
- Provide orientation, training and supervision of interns on the design and delivery of workshops and events.
- Represents career office on college committees, conferences, and to the College community at large
- Performs all necessary functions as part of the Career Development Center team.

Qualifications

Bachelor's Degree and four years related experience required.

OTHER QUALIFICATIONS:

Master's degree in counseling, higher education, I/O psychology or related field preferred. Experience working in a college counseling or career center with a diverse population a plus. Computer skills including knowledge of web-based career management programs a plus. Some evening hours required.