



Job Title	Business Educator & Internship Specialist
PVN ID	QC-1808-002687
Category	Managerial and Professional
Location	QUEENS COLLEGE
Department	Center for Career Engagement and Interns
Status	Full Time
Annual Salary	\$70,000.00 - \$75,000.00
Hour(s) a Week	35
Closing Date	Jan 18, 2019 (Or Until Filled)

General Description

Queens College, CUNY was established in 1937 to offer a strong liberal arts education to the working classes, QC provides students access to a high-quality, accessible, and affordable education, on a campus where our diverse student body is well supported by a collegial and inclusive faculty and staff, and where we regularly exercise our commitment to the cultural, economic, and educational vitality of NYC. We are an institution with a vigorous enrollment of 16,600 undergraduate students and 3,200 graduate students.

The Center for Career Engagement and Internships offers a wide range of career guidance, road maps, and information for students on career education. Our career educators assist students with their exploration, internships /job search preparation and strategies. The Center offers World of Work credit-bearing classes; sponsors networking events for students, alumni and employers, career panel, employer information sessions and traditional career workshops on internships, resume/cover letter writing, and interviewing.

Other Duties

Summary:

Coach students to create a career education plan including components of career assessment, definition of career and internship goals, job-search, resume preparation, interviewing, networking and applying to graduate/professional schools

Serve as a consultant with knowledge and information about industry, trends and technologies in Accounting, Business, Economics and Finance

Responsibilities:

- Guide students in the career/life planning process and create action plans for students with career interests in Business or enrolled in the majors of Accounting, Business, Economics and Finance
- Convey information in a clear, precise and empathic approach
- Provide career coaching to students who are interested in industry sectors
- Conduct virtual, group, and one-on-one sessions with students
- Refer students to workshops, advisers, faculty, employers and organizations
- Identify and prepare students for early engagement programs and job shadowing
- Recruit employers for industry-focused career fairs, on-campus/virtual recruitment, HireQC internship/job postings, team-based projects, classroom presentations and student competitions
- Demonstrate keen ability to plan, organize, and implement programs and events
- Work effectively to integrate career curriculum within the academic departments
- Serve as team member for the Center's Faculty Internship Committee
- Communicate frequently with students, faculty and administrators in the respective departments by implementing successful communication strategies
- Collaborate with Admissions during orientations and the Majors Fair

Qualifications

- Bachelor's degree required
- Master's degree preferred in related discipline of Accounting, Business, Economics, Finance
- Minimum of 3 years work experience in Accounting, Business, Economics, Finance, Human Resources or Higher Education Career Counseling field
- Experience in a corporate or university career services environment