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<b>Job Title</b>	Associate Director, CUNY Futures in Finance
<b>PVN ID</b>	VA-2110-004289
<b>Category</b>	Managerial and Professional
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	Continuing Education & Workforce Develop
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$90,000.00 - \$95,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Dec 04, 2021 (Or Until Filled)

## General Description

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### Mission / Overview

The CUNY Office of Continuing Education and Workforce Programs (CEWP) is dedicated to the mission of connecting academic pursuits with career success. CEWP works closely with industry to understand the skills required for the most in-demand jobs and trains City University of New York (CUNY) students in those skills to prepare them for early and sustained career success. CEWP's spectrum of programs are designed to give students an advantage in the job market and help students advance in their careers after securing a job.

The CUNY Futures in Finance initiative (launching in 2021) and its founding partners, Centerbridge Partners, Bloomberg L.P., and Goldman Sachs, aims to build CUNY's capacity for career success, prepare and connect CUNY students and graduates to careers in financial services and the investment industry, and expand CUNY's employer partnerships to increase access, job placements and advance social and economic mobility. The initiative's founding CUNY colleges are Brooklyn College, City College of New York, and Lehman College. Newly created roles include a centrally based Director and campus based teams comprised of an Associate Director, Student Outreach Coordinator, and Career Coach that will work collaboratively to develop and implement the initiative's goals and curate the student experience.

### DUTIES AND RESPONSIBILITIES

Reporting to the Director, CUNY Futures in Finance, the Associate Director is a new role that will benefit from a creative and strategic thinker committed to economic and social mobility. This is an exciting opportunity to implement a strategic initiative that could establish best practices for industry engagement within the higher education space and would ideally be replicated/scaled across the system, both within CUNY and across the sector.

Acting as a front door to the financial sector, the Associate Director will manage all aspects of the implementation of the Futures in Finance initiative on a founding CUNY Campus. Core to the role, you will work hand-in-hand with industry leaders and hiring staff, ensuring a smooth recruiting process and establishing an outstanding experience for both CUNY talent and hiring partners, against a strategy tightly aligned with

CUNY's strategy and values. By building and expanding the connective tissue between career success oriented initiatives on campus the Associate Director will directly contribute to the university's goals for post-graduate career outcomes. Key Performance Indicators include increasing internship participation rates and the rate of students placed in jobs in the financial sector above a living wage at scale at the assigned CUNY Campus.

## Other Duties

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- Manage a portfolio of high-level industry relationships with financial sector employers
- Cultivate new business relationships that will result in new job, internship, and career development opportunities for student interested in financial sector careers at ((Brooklyn/ Lehman/ CCNY))
- Work closely with other college staff focused on career success to maximize efforts, share strategies, and improve outcomes
- Directly supervise career advancement staff (two new roles) and implement college-based CUNY Futures in Finance strategy
- Work with career advancement staff to ensure student preparation aligns with employer needs and ensure career development opportunities are promoted to students
- Track data related to employment and career development, maintain detailed records of engagement activities, and track outcomes
- Stay in tune with external market factors affecting our business areas, identify new practices/trends, and leverage data to improve processes
- Perform other duties as assigned

## Qualifications

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### Minimum Qualifications

- Bachelor's Degree with three (3) to seven (7) years of relevant experience, or equivalent combination of education and experience operating in a Campus/Graduate recruitment team
- Experience direct sourcing recent graduates, second jobbers and career changers (candidates with 1-5 years post-graduation experience), and/ or managing corporate internship/ early exposure programs
- Excellent organization, prioritization, presentation and project management skills
- Exceptional people skills, developed through experience in client-facing roles or customer service and support
- Excellent and creative problem-solving skills
- An ability to adjust to changing workflows and demands
- Strong relationship management and negotiation skills, a consultative approach, the ability to influence multiple constituents without direct authority and effectively network within a complex organization
- Strong attention to detail, and the ability to handle high volume juggle various projects, and be efficient with your workflow
- Strong MS Office skills including Excel, Word and PowerPoint
- This position operates in a professional office environment. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phone, photocopiers, filing cabinets and other presentation materials

- The Associate Directors will develop strong working relationships with other campus-based teams and CUNY Central and will need to leverage technology and travel to locations across NYC (as COVID protocols allow) to accomplish this. Attendance at staff meetings and trainings as required. Flexibility to work some evening hours and occasional weekends.

### **Preferred Qualifications**

- Demonstrated success driving diversity recruiting initiatives
- Recruitment experience directly in the financial sector

### **Physical Requirements**

- Due to the COVID-19 pandemic, this position currently is a remote (work-from-home) position. The location of the position in the near future will operate in a professional office environment. Laptop and other equipment will be provided to support working remotely.

### **EEO**

We are committed to enhancing our diverse academic community by actively encouraging people of any race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetic information, disability, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. CUNY is an EEO/AA Employer.