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<b>Job Title</b>	Student Engagement Coordinator, CUNY Futures in Finance
<b>PVN ID</b>	VA-2205-004811
<b>Category</b>	Managerial and Professional
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	Continuing Education & Workforce Program
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$65,000.00 - \$75,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jul 24, 2022 (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 CUNY Futures in Finance Associate Director, the Student Engagement Coordinator 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 support the launch of 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.

The Coordinator will be responsible for ensuring the Futures in Finance initiative is effectively marketed and accessible to students pursuing careers in the finance sector. Core to the role, you will work closely with staff and faculty, student leaders and groups, social media and communications teams to provide a clear point of engagement for student. By building and expanding the connective tissue between career success-oriented

initiatives on campus, the Coordinator 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 their designated CUNY college. This role will work in partnership with Futures in Finance teams across all 3 pilot colleges to enhance programming and share best practices to improve student outcomes.

## Other Duties

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- Creates and distributes marketing and promotional and event materials for FIF programming
- Assist with coordinating, executing, and conducting workshops, events, and other programming to build student awareness for the initiative with a high retention rate
- Serve as liaison to internal and external stakeholders including, faculty, campus wide departments, particularly advising, student life, and career services
- Collaborate with the Associate Director by providing reports, statistics, and other analytic support relating to the program's annual objectives
- Develop initiatives and activities to educate and engage non-profit students to increase engagement and participation
- Solicit feedback and suggestions from internal and external stakeholders to help improve initiative; use data to develop and present recommendations
- Track and contribute data including but not limited to:
  - Delivery of student service through use of professional development modules
  - Meetings and other significant contacts with students, including time spent directly with students, type of assistance rendered, etc.
  - Number of submitted job applications, scheduled interviews, and offers per student
  - Written content for reports on activities, task progress, successes, concerns, recommendations, and discussion points
- Performs related duties as assigned

## Qualifications

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### Minimum Qualifications

- Associate's Degree with one (1) to three (3) years of relevant experience, or equivalent combination of education and experience, working in customer service, relationship management, economic development, workforce development, human resources/recruiting, consulting, or higher education.
- Skilled at managing multiple projects at the same time.
- Proficient computer skills (e.g. Word, Publisher, Access, Excel, etc.).
- Strong commitment to supporting students or adults from diverse backgrounds who might traditionally have barriers to entering the finance sector
- Results Orientation with a proven track record of exceeding goals and a bottom-line orientation; evidence of the ability to consistently make good decisions through a combination of analysis, experience, and judgment
- Ability to act and react as necessary, even if limited information is available; a high degree of

independence, flexibility, initiative, commitment and ability to work as part of a team

- Strong communication skills; excellent written and verbal communication skills; experience facilitating meetings and workshops; ability to work effectively with internal and external stakeholders; ability to develop effective partnerships
- Demonstrated organizational skills for tracking and analyzing quantitative and qualitative data, and a commitment to generating the results for organization's reporting needs
- Experience and demonstrated success in setting goals and objectives, managing to outcomes, and developing and using data to inform continuous improvement and decision making
- Passion for supporting diverse career seekers in launching the career of their choice
- 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
- Ability to travel to other CUNY sites as needed.

### **Preferred Qualifications**

- CUNY alumni with an understanding of the CUNY system
- Experience working in the NYC finance sector and knowledge of current employer demands for entry-level staff

### **Physical Requirements**

- This position is located in a professional office environment and is currently hybrid, working 70% in person (7 days) in office and 30% remote (3 days) during every two-week payroll cycle. Laptop may be provided if needed to support working remotely.
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 20 pounds), bending, reaching, sitting for prolonged periods of time. Reasonable accommodations will be made for employees with disabilities or other needs per RFCUNY policies.
- Ability to travel to other CUNY sites as needed.

As of May 27, 2022, all candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law and criteria. Being fully vaccinated is defined for this purpose as two weeks after a final dose in primary series of an authorized COVID-19 vaccine (example: two weeks after the second dose of a two-dose vaccine such as Moderna or Pfizer, or two weeks after a single dose vaccine such as Johnson and Johnson). Final candidates must be fully vaccinated as of their first day of employment. Newly hired employees will be sent an email with instructions on how to upload their vaccine information on the Research Foundation portal.

### **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.