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<b>Job Title</b>	Career Coach, CUNY Futures in Finance
<b>PVN ID</b>	VA-2205-004813
<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

CUNY Futures in Finance is looking for a passionate Career Coach to oversee and deliver an industry-informed professional skills curriculum. Career Coaches successfully guide students working toward careers in the finance sector into paid internships and jobs through the development of career success toolkits, and a variety of activities, events, and industry engagement opportunities.

The Futures in Finance Career Coach owns the professional skills training elements of the initiative including completing assessments of students' job readiness; meeting with participants regularly to set and track milestones in their job search processes; developing workshops in collaboration with industry; engaging

corporate volunteers from the finance sector; ensuring participants have the collateral they need to successfully obtain paid internships and jobs; and working in coordination with other FIF team members and the larger CUNY career success ecosystem. The Career Coach reports to a Futures in Finance Associate Director and works with the Futures in Finance team to ensure the initiative is implemented effectively and make progress towards key organizational goals. 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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- Develop a comprehensive calendar of opportunities that will equip students with the tools, resources, and support they need to launch careers in the finance sector
- Develop and implement industry-level professional skill development curriculum
- Assess students' professional skill ability at several points throughout the academic year
- 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
- Engage volunteers from industry partners to volunteer with CUNY through several means of service (mentorship, mock technical interviews, etc.)
- Engage with CUNY colleges (i.e. Career Centers, related academic departments, student groups, and other relevant offices) for collaboration and service alignment
- Attend staff meetings and trainings as required.
- Perform special projects and other 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.
- Experience designing and facilitating career success oriented workshops and curriculum,
- Experience coaching job seekers during the job search process and with developing skills, such as resume and cover letter writing, networking, interviewing, setting timelines, and researching roles
- Strong written and verbal communication skills, and ability to tailor communications to a variety of audiences, such as employers or recruiters; love of public speaking and attending networking events is ideal!
- Demonstrated organizational skills for tracking and analyzing quantitative and qualitative data, and a commitment to generating the results for organization's reporting needs

- 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**

- Prior experience supporting students or adults from diverse backgrounds who might traditionally have barriers to entering the finance sector
- 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.