

USA

Associate Director, Career Coaching

2020-7330

2 months ago

US-NY-New York	Department	Office of Career Development	School/Division	Stern School of Business (SB1071)	Compensation Grade	Band 53
Union	N/A	FT/PT	Full-Time	Category	Student Services/Athletics	

Position Summary

NYU's Stern School of Business has an exceptional opportunity for an Associate Director, Career Coaching in the Office of Career Development. The Associate Director will develop, evaluate and enhance career development programs MBA students. The selected candidate will develop career coaching initiatives including conceptualizing and planning conferences, seminars, and workshops on various topics (e.g. proactive job searches, interviewing techniques, career assessment, resume writing, and salary negotiations) for students. The Associate Director will also provide individual and group career coaching; evaluate career goals, interests and values, and identify services to enhance students' career objectives. S/he will collaborate with colleagues to identify alumni in various industries, network with employers to promote the hiring of Stern MBA graduates, and manage career-related activities for Stern's student clubs and organizations.

Qualifications

The selected candidate will have a Bachelor's degree (MBA or Master's Degree preferred) and a minimum of 5 years' professional experience in human resources, career coaching, program development or a related field. Superior workshop development, presentation, coaching, and networking skills are essential. Strong written and verbal communications are also critical. Deep familiarity with an in-demand industry for MBAs (e.g., finance, consulting, technology, consumer products, healthcare) is strongly preferred.

Additional Information

New York University Stern School of Business, located in the heart of Greenwich Village and deeply connected with the City for which it is named, is one of the nation's premier management education schools and research centers. NYU Stern offers a broad portfolio of transformational programs at the graduate, undergraduate and executive levels, all of them enriched by the dynamism and deep resources of one of the world's business capitals. NYU Stern is a community that fosters inclusion, belonging, diversity and equity, and inspires its members to embrace change in a globally changing world. We offer a collegial and supportive culture, an excellent benefits package, which includes NYU tuition reimbursement, generous vacation, health, and retirement plans. For more information about working at NYU and to apply for this position online (2020-7330) please visit our web site at: <http://www.nyu.edu/about/careers-at-nyu.html>. In your cover letter, please indicate where you learned about this opportunity. We accept online applications only.

EOE/AA/Minorities/Females/Vet/Disabled/Sexual Orientation/Gender Identity

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