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Career Development and Industry Relationship Consultant

2020-7083

4 months ago

US-NY-New York **Department** Mathematics Department **School/Division** Courant Institute of Mathematical Sciences (CIMS) (CM1017)

Compensation Grade Pending **Union** N/A **FT/PT** Full-Time **Category** Student Services/Athletics

Position Summary

Responsible for planning, organizing, and coordinating the career development services of the Mathematics in Finance program; a professional Master's program in quantitative finance based out of New York University's Courant Institute of Mathematical Sciences. **Note: This is a contract, short-term role.**

Specific Competencies:

- Create a comprehensive career function that cultivates relationships with employers and provides them with a reliable pipeline for talent.
- Develop and deliver a series of targeted training seminars and workshops that prepare students for the financial industry.
- Provide concierge advisory services to students to assist them in obtaining internships and full-time employment.
- Establish metrics to substantiate the value of each career development activity.
- Maintain and further expand the program's industry relationships and network.
- Create an environment of openness and inclusivity.

Potential Deliverables:

- Provide individual coaching services and guidance in developing self-marketing and branding tools such as job search strategies, resume critiques, preparation of cover letters and personal statements, interview skills, networking, portfolio development, and negotiation skills.
- Conduct mock interviews by creating specific questions that are relevant to the field of internship or employment students are pursuing, and then provide constructive feedback to students.
- Conduct post-work placement interviews with students to discuss experiences and future goals.
- Write career and skill development materials, and design interview tools.
- Write a variety of documents including, training materials, correspondence and workshop plans.
- Plan and coordinate logistics and resources, for career events, information sessions, workshops and speaker presentations.
- Track attendance of students using services and compare statistics for an analysis of trends and ROI.
- Gather, compile, and analyze information identifying market data, trends, and job opportunities.
- Request participation and invite employers to post-employment opportunities within the department.
- Act as a liaison between faculty, staff and students to ensure the timely communication of information.

All of the above should have a quantifiable number or measurement.

Qualifications

Required Experience

- Bachelor's Degree
- Demonstrated excellent communication skills and strategy
- Coaching/teaching/training experience
- Computer/technical skills
- At least 3 years demonstrated experience in either employer relations or developing relationships with employers to cultivate a talent pipeline

Preferred Experience:

- Previous consulting experience.
- Possess specific knowledge of the financial industry a plus.
- Previous experience working with Academia
- Familiar with career development software tools.

Additional Information

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