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Associate Director, Professional Development & Career Education

2019-6898

3 months ago

US-NY-New York **Department** Advising & Student Conduct **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 exciting opportunity for an Associate Director to develop and manage employment opportunities for NYU Stern Undergraduate students. The Associate Director will manage existing corporate, alumni, and other key stakeholder relationships and develop new relationships to expand business and career opportunities for undergraduate students. The Associate Director will also develop and manage customized career and professional development programs, seminars, workshops, conferences, and career treks for students interested in various fields to educate them on opportunities and how to best position themselves for these opportunities. The Associate Director will also implement methods to assess students' needs and interests, track corporate engagement and placement results, and identify career and professional development best practices.

Qualifications

The successful candidate will have a Bachelor's degree (Master's degree or MBA preferred) along with 5 years of experience in the area of career development, corporate relations, professional development, career coaching, or an equivalent combination of education and experience. The selected candidate will have strong interpersonal, communication, presentation, strategic planning and management skills. The ability to manage productive relationships with multiple stakeholders and develop and manage programs and projects is also essential.

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 (2019-6898) 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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