Job Vacancy Notice

Job Title: Associate Director of Student Career Program
Job ID: 18773
Location: CUNY School of Law
Regular/Temporary: Regular

POSITION DETAILS

Reporting to the Director of the Career Planning Office at CUNY Law School, the Associate Director for Student and Alumni Relations is responsible for increasing student and alumni engagement with the Career Planning Office; managing counselors' efforts to assist alumni in securing employment; expanding opportunities for post-graduate employment with alumni-employers, especially those of interest to recent graduates; and overseeing data collection and reporting of employment data required by regulatory authorities.

Responsibilities include but are not limited to the following:
- Analyze past participation rates of student engagement, set benchmarks for elevating the level of second- and third-year student interaction with the Career Planning office. Develop and implement a plan to raise the level of involvement through changes to the Career Planning Office's program.
- Oversee the introduction and subsequent implementation of a mandatory Career Planning counseling requirement for second-year law students and explore ways to engage third-year students in their clinic semester.
- Identify employment areas of greatest interest to the most recent graduated class and from this data implement a plan to cultivate job opportunities in the areas identified. Work with the Alumni Relations and Institutional Advancement departments of the law school to conduct outreach to friends and alumni of the Law School to cultivate more employment prospects related to those areas of greatest interest.
- Work with the Alumni Office to develop a program to create more opportunities for recent graduates and current students to meet with and be mentored by CUNY Law alumni and friends who practice in areas of greatest interest to students/graduates.
- Create and execute a plan that will better blend the efforts of Career Planning to promote career readiness with the advice and assistance that other Law School departments (Student Affairs, Academic Affairs) and faculty give to current students.
- Develop programs to address mid-career related concerns of CUNY Law alumni who have graduated more than 5 years from the Law School.
- Improve collection of data on student pro bono activities as well as student employment outcomes including but not limited to post-graduate employment of the most recent graduated class as well as summer and school term internships.
- Participate in the redesign of the Career Planning website to improve student/alumni access to general advice, information and resources and in the design of a mandatory one credit Career Planning course.
- Supervise Career Planning staff; act in the absence of the Director.

This position may include evening and weekend hours.

QUALIFICATIONS

Bachelor's Degree and six years' related experience required.

Preferred qualifications include:
- Experience counseling undergraduate students or students in a graduate or professional school
- Excellent interpersonal skills on the phone as well as in-person
- JD with at least 1 year of practice experience or knowledgeable of legal practice area -- particularly public interest/public service areas (government, nonprofit, judicial) and/or small sized private law firm practice
- Experience conceptualizing and managing projects and display the ability to pay close attention to details
- Intermediate level computer skills (word processing, spreadsheets, web based social media) and be comfortable in developing these skills

CUNY TITLE OVERVIEW

Develops and manages career development programs and services in a College of Unit and assumes a leadership role in the design and delivery of creative approaches to career education and planning.

- Assists in unit planning, such as setting goals and objectives, and monitors status of progress toward meeting goals
- Designs and produces outcomes assessment reports; reviews outcomes and feedback and recommends strategies to expand and improve services.
- Directs a portfolio of targeted career programs, such as mentoring, internship, and alumni programs
- Manages one or more aspects of career office operations, such as on-campus recruiting
- Evaluates new technologies, assessment materials, and other career tools, makes recommendations, and acquires/implements them
- May counsel a limited number of students
- Performs related duties as assigned.

Job Title Name: Student Career Program Manager

CUNY TITLE
Higher Education Associate

FLSA
Exempt

COMPENSATION AND BENEFITS
Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY
To apply, go to www.cuny.edu, access the employment page, log in or create a new user account, and search for this vacancy using the Job ID or Title. Select “Apply Now” and provide the requested information.

CLOSING DATE
Accepting resumes until July 6, 2018.

JOB SEARCH CATEGORY
CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY
CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.