

Job Title: Industry Employment Specialist – CUNY Inclusive Economy Initiative - Finance
Job ID: 29572
Location: College of Staten Island
Full/Part Time: Full-Time
Regular/Temporary: Regular

POSITION DETAILS

The Office of Careers & Industry Partnerships (OCIP) at the City University of New York seeks Industry and Employer Engagement Specialists to identify career opportunities and grow hiring pipelines for CUNY students and graduates.

Specialists will engage with employers in defining workforce needs, identifying hiring challenges and opportunities, specifying skills and proficiencies needed to fill available roles, and exploring partnerships to help grow New York's emerging industries.

Build a Community:

- Secure partnerships with employers offering paid internship, clinical placement, and full-time job opportunities to students with target majors
- Continuously cultivate and grow employer relationships
- Share employment opportunities and, where appropriate, refer qualified students to employers for specific roles.

Establish a Peer Network:

- Coordinate with other industry specialists, campus career offices and CUNY leadership to maximize industry partnerships benefiting the campus and to learn about student and employer needs.

Create Pathways:

- Secure paid internships and full-time job offers within target majors for our newest graduates.

Communicate and Improve:

- Share knowledge with faculty, advisors, and the broader campus to encourage alignment with in-demand skills
- Participate in CUNY-wide training and events and utilize common tools deployed across the initiative.

QUALIFICATIONS

Bachelor's degree and four years' related experience required.

Preferred Qualifications include:

- Experience in career services or economic or workforce development
- Experience with community and business outreach, ideally in implementing talent acquisition, outreach strategies, and business development

- Understanding of business and recruitment and hiring practices in key sectors of the NYC economy (e.g., tech, healthcare, green energy).

CUNY TITLE OVERVIEW

Supports an academic internship program providing career development and professional work experience.

- Acts as liaison between the College and employer sponsors, monitoring the success of students' internship experiences
- Supervises student internships, assuring adherence to related College and governmental policies and regulations
- Creates and conducts orientation sessions and workshops for students in the internship program; coordinates applications, interviews, and placement as part of overall student outreach
- Provides faculty orientation and development related to internship programs
- Implements and evaluates competencies and other success factors
- Performs related duties as assigned.

CUNY TITLE

Higher Education Assistant

FLSA

Exempt

COMPENSATION AND BENEFITS

\$93,134 - \$99,532

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, please visit <http://cuny.jobs/> and enter the Job ID# in the "What" section field. Candidates must attach a resume, cover letter, and contact information for three references (Professional or Personal) as one file.

CLOSING DATE

February 1, 2025

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.