

Associate Director, Career Services
Carnegie Mellon University

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Posted Feb. 12, 2020, set to expire Jun. 15, 2020

Job Title Associate Director, Career Services

Department Masters of Science in Computational Finance (MSCF)

Institution Carnegie Mellon University
New York, New York

Date Posted Feb. 12, 2020

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Financial Planning/Budget Management
Computing/Informational Services
Business & Administration
Alumni Relations

Apply Online Here <https://cmu.taleo.net/careersection/2/jobdetail.ftl?job=2014650>

Apply By Email

Job Description

Carnegie Mellon is a private, global research university, internationally known in artificial intelligence, the performing arts, business administration, economics and computer science. The Masters of Science in Computational Finance (MSCF) program, ranked one of the top-ranked quantitative finance programs in the country, is the joint venture between four Carnegie Mellon colleges, the Tepper School of Business, the Math Department in Mellon College of Science, the Statistics and Data Science Department in Dietrich School of Social Sciences and the Heinz College for programming.

The MSCF Career Services department has two active searches - an Assistant Director to join the Pittsburgh team, and an Associate Director to join the New York team. This is an excellent opportunity if you thrive in an interesting work environment. In these roles, you will be responsible for advising students, building workshops and events, employer development, and database management.

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Career Consultation and Events:

- Provide individual and group career counseling and support to students and alumni by collaborating with them to assess their skills and career goals, formulate job search strategies, strengthen their resumes and help them improve their networking skills; practice interviewing skills during individual counseling sessions (i.e.; mock interviews) and implement departmental policies.
- Develop, deliver, and moderate a variety of events/workshops, orientation programs and alumni panels.
- Develop, update, and maintain departmental policies and procedures (e.g., the Student Code of Conduct); leading and reporting student employment information and statistics; assisting as needed in ad-hoc projects.

Employer Development:

- Coordinate employer relations efforts in conjunction with the Director and program Executive Director; nurture, develop and strengthen existing and prospective relationships for summer internships, entry-level jobs, and more experienced roles for our alumni; manage the NY-based on-campus recruiting and other recruiting events; assist employers with referrals based on objective criteria. Provide “high-touch” customer service to all constituents and partners.

Collaboration:

- Partner with student clubs, Quant Finance Club leaders, MSCF Steering Committee members and faculty in Employer “Trek” planning and Admissions decisions. Network and collaborate with colleagues at other NY-based Masters Financial Engineering programs to provide broader networking opportunities.
- In conjunction with others: compile, audit and produce complex recruiting statistics reports. Manage confidential job offer information and ensure that all necessary data is captured. Build historical reports for company on-site visits. Attend/assist with all NY-based alumni events and open houses.

Flexibility, excellence, and passion are vital qualities within MSCF. Inclusion, collaboration and cultural sensitivity are valued competencies at CMU. Therefore, we are in search of a team member who is able to effectively interact with a dynamic population of internal and external partners at a high level of integrity. We are looking for someone who shares our values and who will support the mission of the university through their work.

You should demonstrate:

- Strong interpersonal and verbal/written communication skills (including public speaking), aptitude with numbers and statistical/mathematical analysis techniques, self-confidence, and persuasiveness.
- Knowledge of the recruiting process and capability to interact efficiently with corporate recruiters to facilitate successful placement of graduate students.

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- Excellent organizational, time management and planning skills, including the ability to prioritize multiple high-priority demands from different constituents.
- Detail-orientation, the aptitude to “see the big picture,” self-starter, and computer literacy.

Qualifications:

- Bachelor’s degree in business, financial engineering or counseling required; Master’s degree preferred.
- Experience in a financial services firm or working with career services/recruiting is highly desired; active membership in relevant professional organizations preferred.

To see full job posting and apply:

- Assistant Director, Pittsburgh: <https://cmu.taleo.net/careersection/2/jobdetail.ftl?job=2014651>

EEO/AA Policy

Carnegie Mellon University considers applicants for employment without regard to, and does not discriminate on the basis of, gender, race, protected veteran status, disability, or any other legally protected status.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Pittsburgh, PA 15213