**Overview**

NYU's Stern School of Business has an exciting opportunity in our Office of Career Development for a Director to direct the day-today operations and management of the full-time Career Coaching Team. The Director will develop and implement short- and long-term recommendations for strategies to implement innovative programming, ensuring the broadest exposure to job opportunities. The Director will also design and implement measures to evaluate results, make enhancements, and communicate results to Deans, students, and alumni. The selected candidate will also direct the delivery of career coaching and programs for full-time MBA students, and as subject matter expert, address and respond to all career development issues and concerns.

**Responsibilities**

The successful candidate will have Bachelor’s degree (MBA or Master’s degree preferred) along with 7 years of experience in the area of career development, career coaching, recruiting, staff and budget management or an equivalent combination of education and experience. The selected candidate will have a proven ability to develop and direct career and recruitment activities and programs. Exceptional relationship building, presentation, and communication skills are also required.

**Qualifications**

[New York University Stern School of Business](https://www.stern.nyu.edu/) (https://www.stern.nyu.edu/), 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 (2020-7136) 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.  
  
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