

## Career Exploration Program Manager

 Ithaca (Main Campus)

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Full time

WDR-00015757

Cornell's Graduate School seeks a Program Manager to support career exploration and immersion opportunities for graduate students and postdocs across the Ithaca campus. This position works collaboratively as part of the [Pathways to Success](#) suite of professional development and academic success programs for graduate students and postdocs, and is a core member of the "[BEST Plus](#)" program group within the Graduate School. The Program Manager develops and delivers programs and opportunities for doctoral students and postdocs in all disciplines to explore aspects of various careers through flexible, experiential, empowering opportunities and to help them make informed decisions about their career paths after Cornell and develop skills for their professional development. The Program Manager helps to identify and implement strategies for conducting ongoing needs assessment, with an emphasis on social sciences, humanities and arts, related to career path exploration. Reporting to the Executive Director of Cornell BEST, the Program Manager assesses faculty/student needs and perceptions, builds support, and creates programs and resources responsive to these identified needs.

The Program Manager proactively provides coaching to and assists graduate students and postdocs with developing career-seeking skills and exploring relevant employment opportunities. The Program Manager provides guidance, advisement, and links to resources and tangible experiences within and beyond Cornell, working in a collaborative team (with Graduate School partners, and others on and off campus) to effect professional development programming and to foster relationships with contacts in key employment sectors to provide ongoing opportunities. If you are a positive, forward-thinking, innovative individual committed to creating paths to help graduate students and postdocs grow, and can imagine opportunities that mesh with employer needs, this position is for you.

When applying through our system, please remember to attach your application materials (Resume/Cover Letter/CV) in either Microsoft Word or PDF format. In the Experience section of your application, use the 'Drop Files Here' box to manually drag document(s) into your application. For a more detailed

### About Us

**Cornell University is an innovative Ivy League university and a great place to work. Our inclusive community of scholars, students and staff impart an uncommon sense of larger purpose and contribute creative ideas to further the university's mission of teaching, discovery and engagement. With our main campus located in Ithaca, NY, Cornell's far-flung global presence includes the medical college's campuses on the Upper East Side of Manhattan and Doha, Qatar, as well as the Cornell Tech campus located on Roosevelt Island in the heart of New York City.**

**We offer a rich array of services, programs and benefits to help employees advance in their career and enhance the quality of personal life, including employee wellness, workshops, childcare and adoption assistance, parental leave and flexible work options.**

description and instructions on how to apply online please [click here as an external candidate](#) or [click here if you are an internal candidate](#). Please note:  
Cornell Employees must apply through the Internal Cornell Career site.

No Visa sponsorship is available for this position.  
No relocation assistance is available for this position.

**University Job Title:**

Coord Program III

**Level:**

G

**Pay Rate Type:**

Salary

**Company:**

Endowed

**Contact Name:**

Brenda Joly

**Number of Openings:**

1

**Current Employees:**

If you currently work at Cornell University, please exit this website and log in to [Workday](#) using your Net ID and password. Select the Career icon on your [Home](#) dashboard to view jobs at Cornell.

**Online Submission Guidelines:**

Most positions at Cornell will require you to apply online and submit both a resume/CV and cover letter. You can upload documents either by “dragging and dropping” them into the dropbox or by using the “upload” icon on the application page. For more detailed instructions on how to apply to a job at Cornell, visit [How We Hire](#) on the HR website.

**Employment Assistance:**

If you require an accommodation for a disability in order to complete an employment application or to participate in the recruiting process, you are encouraged to contact Cornell University's Office of Workforce Policy and Labor Relations at voice (607) 255-6866, fax (607) 255-0298, or email at [equalopportunity@cornell.edu](mailto:equalopportunity@cornell.edu).

Applicants that do not have internet access are encouraged to visit your local library, or local Department of Labor. You may also visit the office of Workforce Recruitment and Retention Monday - Friday between the hours of 8:30 a.m. – 4:30 p.m. to use a dedicated workstation to complete an online application.

**Notice to Applicants:**

Please read the required Notice to Applicants statement by [clicking here](#). This notice contains important information about applying for a position at Cornell as well as some of your rights and responsibilities as an applicant.

**EEO Statement:**

Diversity and Inclusion are a part of Cornell University's heritage. We are a recognized employer and educator valuing AA/EEO, Protected Veterans and Individuals with Disabilities. Cornell University is an innovative Ivy League university and a great place to work. Our inclusive community of scholars, students,

and staff impart an uncommon sense of larger purpose, and contribute creative ideas to further the university's mission of teaching, discovery, and engagement.

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