

MANHATTAN UNIVERSITY
EXECUTIVE DIRECTOR FOR CAREER STRATEGY AND ADVISING

Position Profile

Higher education is not defined solely by what students learn, but by how effectively that learning prepares them for lives of purpose and successful careers. At [Manhattan University](#), academic excellence and career preparation are inseparable. As part of this vision, Manhattan University is investing in innovative approaches that connect students more intentionally to careers from their first semester through graduation.

The University is building an integrated model that connects classroom learning, advising, experiential education across New York City and beyond, alumni mentorship, and employer partnerships to ensure every graduate leaves with the knowledge, experience, and professional network to thrive.

Manhattan University seeks a dynamic, entrepreneurial leader to serve as its inaugural Executive Director for Career Strategy and Advising. Reporting to the Provost, the Executive Director will lead a cross-functional organization of success coaches, support staff, and employer outreach professionals to support successful career outcomes for all graduates.

THE POSITION

The Executive Director for Career Strategy and Advising provides strategic leadership for Manhattan University's advising, career development, employer relations, and student success initiatives.

By pairing data and technology-enabled advising with the personal mentorship and industry access that define a Manhattan education, the Executive Director will position the University as a national leader in preparing career-ready graduates and will do so in full view of an alumni and donor community eager to invest further in that vision.

STRATEGIC RESPONSIBILITIES

University-Wide Strategy & Innovation

- Lead the vision, operations, and long-term development of the Pathways Center, advancing a student-centered, university-wide career readiness strategy that integrates advising, career outcomes, mentoring, academic support, and experiential learning into one continuous pathway.
- Bring an innovative, evidence-based approach to career advising, integrating AI-enabled tools and personalized career-pathway technology with proven design-thinking methodologies that help students translate self-knowledge into direction, using technology to extend the team's capacity while keeping trained advisors and personal mentorship at the core of the student experience.

- Align career programming to the competencies employers value most, problem-solving, communication, teamwork, and professionalism, so Manhattan graduates carry a demonstrable edge into an increasingly skills-based hiring market.
- Establish measurable goals related to retention, career outcomes, experiential learning, and student success.

Academic & Institutional Collaboration

- Lead collaborative initiatives with academic deans and faculty to strengthen University-wide integration of coursework and career preparation.
- Work hand-in-hand with academic and administrative leadership to align institutional priorities with student support and career readiness initiatives.

Student Success & Career Integration

- Develop and oversee integrated advising and career readiness programming that supports every student's journey from enrollment through graduation.
- Ensure the seamless, coordinated delivery of advising, life coaching, mentoring, academic support, and career preparation, so students experience one connected system of support rather than a series of disconnected offices.
- Champion tailored programming for first-generation, transfer, and career-focused student populations, ensuring equitable access to career readiness resources.

Employer & Industry Partnerships

- Build a structured portfolio of signature employer and industry partnerships, drawing on models such as tiered corporate-partnership programs and dedicated industry advisory teams, that convert one-time recruiting relationships into sustained, multi-year pipelines for internships, co-ops, sponsored projects, and full-time hiring.
- Deepen ties with the global and regional employers, including many led by Manhattan alumni, that already recruit on campus, and expand into new industries and geographies as the University's reputation grows.
- Oversee employer engagement initiatives including career fairs, industry nights, and experiential learning opportunities and serve as the University's primary external representative with employers, industry councils, and corporate partners.
- Support strategic partnerships connected to innovation, workforce development, and professional learning, positioning Manhattan as a producer of career-ready, technically skilled talent.

Alumni Engagement & Mentorship

- Build programming that connects students to Manhattan's high-caliber alumni network, including senior executives across finance, engineering, and industry, as mentors, employers, and champions of student success, expanding on established programs such as the Manhattan Mentor Program.
- Partner with University Advancement and the Board of Trustees to engage key alumni and donors invested in the Pathways Center's growth, translating their interest into structured mentorship, philanthropic, and hiring partnerships.

- Strengthen the bridge between career services and alumni relations to create durable pipelines of mentorship, hiring, and philanthropic engagement.

Operations & Assessment

- Own organizational planning, staffing, budgeting, and operational effectiveness for the Pathways Center, ensuring resources are aligned to the University's highest career-readiness priorities.
- Supervise the Director of Career Integration, Director of Advising, Employer Relations Manager, and Office Coordinator.
- Utilize data and analytics to improve retention, persistence, and student engagement outcomes, translating insights into continuous programmatic improvement.
- Develop and oversee a university-wide badging and portfolio framework that captures durable skills gained through academic, co-curricular, and experiential learning, giving students a clear way to document and demonstrate career-ready skills to employers and graduate schools.
- Foster a collaborative, innovative, and accountable team culture that empowers staff to take ownership of student outcomes.
- Position the Pathways Center and this role for continued elevation and investment as its impact and visibility grow, in step with the University's momentum among alumni and philanthropic partners.

QUALIFICATIONS

- Master's degree preferred.
- Minimum 8 years of leadership experience in higher education, student success, career services, workforce development, or a related field.
- Demonstrated experience leading teams, managing organizational change, and building external partnerships.
- Candidates from outside higher education with transferable experience in talent and leadership development, employer engagement, workforce development, or innovative program building are encouraged to apply.
- Strong communication, strategic planning, and relationship management skills.
- Commitment to student success, equity, and career-connected learning.

COMPENSATION AND BENEFITS

- Competitive annual salary of \$175,000–\$200,000, commensurate with experience and qualifications.
- Comprehensive benefits package, including medical, dental, and vision insurance.
- Generous paid time off, including university holidays and winter recess.
- Access to professional development opportunities, executive leadership programs, and emerging technologies that support innovation in higher education.
- The opportunity to build and lead a transformational initiative that will redefine how Manhattan University prepares students for career and lifelong success.
- The chance to shape the future of a respected New York institution with a 170-year tradition of educating ethical leaders and serving the common good.

APPLICATION PROCEDURE

Manhattan University has engaged Opus Partners to support this search. Kenna Boyd and Marisea Rivera are leading the search, which will remain confidential until the final stage of candidate consideration. For additional information, to nominate qualified candidates, or to apply, please contact Marisea Rivera at Marisea.rivera@opuspartners.net

Candidates should submit a current resume or CV, a cover letter addressing the position, and contact information for three professional references.

Manhattan University is an Equal Opportunity Employer that does not unlawfully discriminate in its employment decisions based on race, color, creed, religion, ethnicity, national origin, sex/gender identity/expression, sexual orientation, marital/partnership status, disability, age, citizenship status, veteran status, predisposing genetic characteristics, caregiver status, credit history, arrest/conviction record, unemployment status, status as a victim of domestic violence, sexual violence, or stalking, or any other legally protected status.