

**NYU****SCHOOL OF
PROFESSIONAL STUDIES**

For Employers/Industry: How to Post Opportunities

OPTION 1:

Forward job opportunity to sps.wasserman@nyu.edu for the NYUSPS Wasserman Center for Career Development to follow up with employer directly. All staff on the NYUSPS Wasserman Center team receives this email alias, and messages are responded to within 24-48 hours. A NYUSPS Wasserman Center team member will email you back the job posting and link for student distribution.

OPTION 2:

Send information directly to employer using the template below, and copy sps.wasserman@nyu.edu

Dear [EMPLOYER NAME],

It was a pleasure connecting earlier today and we look forward to partnering with [insert company name] to build a pipeline of NYU School of Professional Studies [insert degree/program name] talent.

You may post your immediate hire internship and full-time positions on [Handshake](#), a free online employment listing site used by NYU [insert degree/program name] students, as well as alumni.

The [NYUSPS Wasserman Center for Career Development](#) can support with next steps and questions. Should you want to enhance your recruitment efforts at NYU and SPS [insert program name] please contact the team at sps.wasserman@nyu.edu or call 212.998.7205. I have copied the team here.

Best,

Insert your contact information

cc: sps.wasserman@nyu.edu