NYU | Wasserman Center for Career Development

Industry Guide: Higher Education & Student Affairs

The fields and occupations listed below represent only a sampling of options

Administration, Faculty, and Senior Leadership

Dean: In charge of an entire department or a branch of the college.

Dean of Student Affairs: Plans and oversees social, cultural, recreational, and educational activities of various student groups within a school or university setting.

Professor: Teaches courses in a specific discipline at the undergraduate and/or graduate level. Typically conducts extensive research in their subject area, and is expected to publish scholarly work.

College Administrator: Coordinate and oversee programs in public and private colleges and universities. They frequently work with teams of people to develop and manage student services. Administrators also oversee specific academic divisions of colleges and universities.

Admissions & Enrollment Management

Admissions: Reviews applications from potential students, may travel to represent the school/college/university. Collaborates with faculty and other administrators to meet the enrollment goals of the school. One way to get involved is the NYU Admissions Ambassador Program.

Enrollment Management: Conceptualizes a set of policies and activities to achieve enrollment goals such as improving retention, increasing diversity, and expanding applicant pools. Comprises admissions, registrar, financial aid, and other student services.

Financial Aid: Directly responsible for connecting individual students to aid opportunities, helping them manage their aid, and addressing any financial aid problems that might arise.

Orientation, New Student Programs, & First-Year Experience: Facilities the transition of new students to the university. Educates students on university policies and procedures. Creates events that teach students about university traditions, educational programs, academic requirements, support services, and student life.

Registrar: Maintains academic records, coordinates times and locations for class meetings, and resolves scheduling conflicts.

Alumni, Advancement, and Marketing

Alumni Programs: Manages alumni engagement programs, recruits and oversees alumni volunteer leadership programs for specific geographic or academic programs, and maintains partnerships with alumni and university units. Supervises alumni communication including online content on social media.

Fundraising & Development: Creates and facilitates advancement strategies and campaigns to meet the institution's fundraising goal.

Media & Marketing: Responsible for campus branding guidelines, editorial plans, social media accounts, and more.

Campus Life & Student Engagement

Campus Activities: Responsible for overseeing and developing programming that promotes student cooperation, leadership, and connection to campus. Coordinates cultural programs, camps entertainment, off-campus trips, and advises student clubs and organizations. Ways to Get Involved: NYU Class Activities Board, NYU Graduate Activities Board.

Civic Learning & Democratic Engagement: Facilitates opportunities for students to develop social responsibility, engage in dialogues across differences, and be active community members. Provides opportunities for students to gain the knowledge, skills, and abilities to make a difference in their communities.

Community Service & Service Learning: Promotes experiential learning opportunities that connect students and community members. Links service and learning through a reflective process and leads to personal, social, citizenship, career, and intellectual development.

Greek Affairs: Responsible for fraternity and sorority life. Advises greek life, facilitates events and activities that promote community-building, service and leadership.

Housing & Residential Life: Responsible for creating housing assignments, coordinating Residence Life programming, supervising Resident Assistants, supporting Residence Education and living-learning initiatives, and assisting other Residence Life operations and functions.

Intercollegiate Athletics: Responsible for the promotion and regulation of athletic programs and coaching/ supporting students who play sports at the collegiate level.

Recreational Sports: Manages intramural sports activities, oversee recreational facilities, offer wellness testing, provide physical fitness and dietary classes, and present workshops on healthy lifestyle choices.

Counseling, Health, and Wellness

Counseling Services: Supports students through psychological and emotional issues that may affect their academic success and personal development.

Health Services: Provides healthcare, medical services, and public health services for the campus community.

Wellness Programs: Provides programming and resources for students to develop healthy habits, practice wellness and reduce stress to improve their emotional well-being

Diversity, Inclusion, and Multicultural Services

LGBTQ Student Services: Builds campus communities for LGBTQ students, advocates equitable representation across campus, and organizes programs and activities addressing sexual orientation, gender identity, and self-expression.

Multicultural Services: Provide educational and social events, programs and resources to create community,

engage and support students of color, and advocate for matters related to inequality.

Spirituality, Spiritual Life, and Campus Ministry: Responsible for overseeing programs, activities, and faith-based organizations that enable students to explore their spiritual journey.

TRiO & Educational Opportunity Programs: Supports K-12, undergraduate, and graduate students from disadvantaged backgrounds as they pursue their college degree. Typical programs include Educational Opportunity Centers, Upward Bound, Student Support Services, Talent Search, McNair Scholars.

Women's Center: Supports women, gender equity, and inclusion. Coordinates programming and resources that promote empowerment, activism, and building community.

Facilities & Operations Management

Campus Safety: Responsible for providing campus safety services, enforcing institutional regulations as well as local local and state laws, delivering emergency response and support, and participating in outreach and education with the campus community and surrounding area.

College Union: Manages operations of the institution's student union, oversees all functions including facility use and safety measures, and supervises professional staff and student staff.

On-Campus Dining: Responsible for coordinating and supervising operations of the dining hall(s), communicates areas of concern to appropriate stakeholders, and demonstrates superior customer service.

Research, Policy, and Non-Profit

College Access: Advocates to improve educational opportunities for underrepresented students. Supports students in overcoming barriers that prevent students from attending or graduating college, and strives to increase the number of students who pursue education beyond high school.

Research & Education Policy: Identify, brainstorm, and research the key issues in America's public schools, then provide a well-reasoned recommendation for the best policy solution, clearly spelling out the benefits and drawbacks.

Student Support Services

Academic Advising: Educates and counsels students toward creating an academic plan of study based on their education and career goals. Provides advice appropriate for each student's developmental stage. Utilizes knowledge about academic options, career pathways, support services, and financial assistance to provide referrals and advice accurately and appropriately.

Academic Support Services, Learning Assistance, and Tutoring: Responsible for providing learning support that promotes academic success. Includes tutoring services and academic coaching.

Adult, Continuing Education, and Nontraditional Student Services: Responsible for providing formal learning not focused on degree attainment, or supporting nontraditional students as they return to college or start college for the first time by providing a support network, specialized advice and resources, and creating opportunities to feel connected and supported.

Career Services: Responsible for supporting the career and professional development students and alumni. Support includes guiding students through the career exploration process, the identification of job/internship opportunities, the development of job search skills and materials, and the application process for graduate school programs. Ways to get involved included NYU Wasserman Career Ambassadors and NYU Wasserman Graduate Student Advisory Board.

Commuter Student Services: Advocates and coordinates activities to help commuter students feel connected to campus. Supports the retention, and presence of commuter students. Ways to get involved include NYU Commuter Student Council (CSC) and NYU Commuter Assistant Program.

Disability/Accessibility Support Services: Promotes equal access for students with disabilities to all curricular and co-curricular opportunities offered by institutions. Works with students to determine appropriate and reasonable accommodations.

Graduate & Professional Student Services: Responsible for supporting graduate and professional students by providing advice and resources as students navigate through their program, managing enrollment, and coordinating programming to help students build connections on-campus.

International Student Services: Responsible for supporting international students in achieving their academic goals while ensuring visa regulations are upheld. May also coordinate resources such as English as a second language, academic support services to international students, and study abroad opportunities to domestic students.

Student Conduct: Responsible for holding students accountable for violations of university policies through investigations and resolution, facilitating conduct hearings, and imposing institutional policies and actions.

Transfer Student Services: Assists students throughout their transition to the institution, advocates for solutions regarding transfer student issues, and works together with internal and external stakeholders to create more opportunities for support and success.

Veteran's Services: Coordinates academic support services, oversees enrollment management, and creates community-building opportunities for student veterans, military service members, and their families.

Higher Education & Student Affairs Job Boards

chroniclevitae.com
ed.gov/jobs
Handshake
hercjobs.org
higheredjobs.com
higheredpolicyjobs.org
highered360.com
idealist.org
indeed.com
insidehighered.com
myacpa.org/career-central
nyu.edu/about/careers-at-nyu.html
theplacementexchange.org

Professional Associations

American Association of Blacks in Higher Education (AABHE)
American Association of Collegiate Registrars and Admissions Officers (AACRAO)
American Association of Community Colleges (AACC)
American Association of University Women (AAUW)
American College Counseling Association (ACCA)
American College Personnel Association (ACPA)
American Counseling Association (ACA)
American Student Government Association (ASGA)
Association of College Administration Professionals (ACAP)
Association of College and University Housing Officers - International (ACUHO-I)
Association of College Unions International (ACUI)
Association of Collegiate Conference and Events Directors - International (ACCED-I)
Association of Fraternity Advisors (AFA)
Association of Higher Education and Disability (AHEAD)
Association of Higher Education Parent/Family Programming Professionals (AHEPPP)
Association for Orientation, Transition, Retention in Higher Education (known as NODA)
Association for Student Conduct Administration (ASCA)
Association for Tertiary Education Management
Association for University and College Counseling Center Directors (AUCCCD)
Atlantic Association of College and University Student Services
Council for the Advancement of Standards in Higher Education (CAS)
Council of Higher Education Management Associations (CHEMA)
Council on International Educational Exchange (CIEE)
Collegiate Information and Visitor Services Association (CIVSA)
Council on Law in Higher Education (CLHE)
National Academic Advising Association (NACADA)
National Association of Advisors for the Health Professions, Inc. (NAAHP)
National Association of Academic Advisors for Athletics (N4A)
National Association for Campus Activities (NACA)
National Association for College Admission Counseling (NACAC)
National Association of College and University Food Services (NACUFS)
National Association of College and University Residence Halls (NACURH)
National Association of College Auxiliary Services (NACAS)
National Association of College Stores (NACS)
National Association of Colleges and Employers (NACE)
National Association for Developmental Education (NADE)
National Association for the Education of Young Children (NAEYC)
National Association of Graduate Admissions Professionals (NAGAP)
NAFSA: Association of International Educators
National Association of Student Affairs Professionals (NASAP)
National Student Employment Association (NSEA)
National Association of Student Financial Aid Administrators (NASFAA)
National Association of Student Personnel Administrators (NASPA)
National Association of Veterans' Program Administrators (NAVPA)
NASPA Regions and Networks
National Career Development Association (NCDA)
National Intramural-Recreational Sports Association (NIRSA)
University Professional and Continuing Education Association (UPCEA)

Identity Based Professional Associations

American Association of Blacks in Higher Education (AABHE)
National Association of Student Personnel Administrators (NASPA) - Knowledge Communities
Asian Pacific Americans in Higher Education
Women in Higher Education
ConsortiResourcesum of Higher Education LGBT Resource Professionals
American Association of Hispanics in Higher Education
Hispanic Association of Colleges and Universities (HACU)
American Association of University Women (AAUW)