

Academic Coordinator/Associate Director for the Benjamin Graham Value Investing Program

Launched in 2018, the UCLA Benjamin Graham Value Investing Program is an innovative undergraduate program aimed at empowering economics students with the quantitative and analytical skills necessary for highly competitive finance roles within investment banking, asset management, private equity, mutual funds, and venture capital firms.

The Associate Director of the Benjamin Graham Value Investing Program will provide vision and leadership for improving and sustaining the program at UCLA and as a central point of contact, connection, and collaborative interaction amount faculty, students, alums, and supporters. A primary core of these duties is to develop and deliver collaborative educational programming management and student development, strategic community engagement and advance, ongoing program management, applied learning opportunities to students, and financial budget management. Candidates should apply at <https://recruit.apo.ucla.edu/JPF07978>.

The minimum requirement is a master's degree in Economics, Finance, or a related field.

Working knowledge of occupational, career, and employment information resources, technology, and materials

Career counseling and facilitation skills

Conceptual design, and implementation of innovative career development and internship/fellowship programs appropriate for all levels of students and alums seeking careers, primarily with a focus on business, in all employment sectors (business/industry, government, not-for-profit, etc.)

Experience in sourcing and cultivating employer contacts, customizing products to support recruitment efforts; providing consultation for employers (especially those seeking candidates with Economics backgrounds), and supporting effective, personalized strategies for their campus relations and recruiting initiatives

Demonstrated expertise in the labor market, employment trends, and recruitment strategies and techniques, specifically relevant for Economics students

Ability to support and maintain critical long-term liaison relationships with diverse populations and organizations, staff of all levels, employers, faculty, student, and alumni on behalf of the Department of Economics.

Ability to identify unique customers' needs and deliver specialized strategies and services to meet their career challenges based on lifestyle, ethnicity, physical conditions, etc.

Evidence of presentation skills to present career information to small and large groups, conduct training sessions and make oral group presentations to provide information on various topics related to business opportunities, externships, and fellowship programs.

Ability to communicate and market the services of the Value Investing Program to a broad spectrum of constituents, particularly those associated with UCLA's Economics department (i.e., potential students, current students, employers, faculty, and administrators.)

Demonstrated ability to plan, organize, and implement projects with complex logistics involving multiple tasks and priorities.

Displays exceptional communication and interpersonal skills, tact, and diplomacy utilizing strong public speaking skills, listening, and interpretive skills.

Demonstrated supervisory skills, including selection, training, motivating, delegating responsibility, and evaluating performance against job standards.

Ability to blend technical knowledge and expertise with excellent verbal/writing skills and the ability to communicate complex information to both technical and non-technical staff.

Familiarity with student-service philosophy and ability to coordinate with colleagues in planning and providing student services.

Minimum of five-year experience in higher education with demonstrated experience in finance/economics course development and program management

As a condition of employment, you will be required to comply with the University of California SARS-CoV-2 (COVID-19) Vaccination Program Policy. All Covered Individuals under the policy must provide proof of Full Vaccination or, if applicable, submit a request for Exception (based on Medical Exemption, Disability, and/or Religious Objection) or Deferral (based on pregnancy) no later than the applicable deadline. New University of California employees must (a) provide proof of receiving at least one dose of a COVID-19 Vaccine no later than 14 calendar days after their first date of employment and provide proof of Full Vaccination no later than eight weeks after their first date of employment; or (b) if applicable, submit a request for Exception or Deferral no later than 14 calendar days after their first date of employment. (Capitalized terms in this paragraph are defined in the policy.) Federal, state, or local public health directives may impose additional requirements.

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. For the complete University of California nondiscrimination and affirmative action policy, see: UC Nondiscrimination & Affirmative Action Policy.