

Maria K. Stein

Professional Summary

Proven experience in managing and delivering high caliber cooperative education, career services, employer development, recruiting and workforce development solutions. Inclusive and collaborative leader committed to delivering results. Strategic and energetic thinker skilled in evaluating and balancing priorities to successfully achieve organizational goals. Outstanding organizational abilities complemented by excellent interpersonal and presentation skills.

Professional Experience

Northeastern University, Boston, MA

Associate Vice President, Cooperative Education and Career Development

September 2012 – Present

- Provide insight, strategy and leadership in developing an effective employer outreach strategy creating new corporate partnerships and expanding existing relationships with quality employers in strategic industries both domestically and abroad that lead to substantive and challenging co-op, internship, project and full-time jobs.
- Delivered 10% growth in new out, of region domestic and global co-op year over year with 50% growth in global 2016-2017. 94% increase in full time job postings for graduating students.
- Increased student engagement in workshops by 28%, appointments 15%, and walk-ins 19%.
- Increased student goal/outcomes (from 2015) in individual appointments by 2.5% with 95% of students “agreeing or strongly agreeing” appointment assisted in goal attainment and 89% goal attainment in workshops a 4.5% increase (from 2015).
- Increased employer engagement in workshops by 23.5% (from 2015).
- Work closely with the senior vice provost, director- center for advancing teaching & learning through research and co-op faculty to update and revise co-op curriculum including reflections and learning outcomes.
- Work collaboratively with deans, faculty and staff to deliver concierge level service and events to corporate partners on campus, graduate campuses and key geographic regions. Increase employer understanding of and ability to leveraging co-op and other experiential learning vehicles as a workforce development strategy - to build, grow and manage talent pipelines to meet changing workforce needs.
- Manage central functions and services for cooperative education and career development to ensure continued delivery of high quality education, services and programs.
- Manage transition to new career and co-op management platform including developing customized CRM functionality.
- Leverage predictive analytics to inform job development, employer outreach & engagement and student programming.
- Advise Law School Dean on improving/strengthening co-op and career services and provide on-going guidance.
- Consult to College of Professional Studies in developing experiential programs and career services.
- Develop and implement on-line modules to deliver career services curriculum 24/7 with customizations for graduate, international and undergraduate students.
- Serve as co-chair on university wide Salesforce project to create on instance of all institutional corporate relationships
- Manage, mentor and develop staff of 32 staff and a \$2.5 million budget
- Maintain top ranking (#1 or #2) in Princeton Review for Career Services since 2011.
- Consult to universities and colleges domestically and abroad on developing best in class experiential education and career services.

Director of Career Services

2006 –2012

- Managed Career Services Department, through individual appointments and targeted programming to over 16,000 undergraduate students, 4,000 graduate students and over 150, 000 alumni/ae. Earned Princeton Review’s #1 ranking in Career Services 3 out of the 5 past years and top 5 every year for 5 years.
- Created new programming initiatives resulting in increased employer and student engagement

- Doubled student attendance at workshops and seminars through implementation of multifaceted marketing program, including ramped up outreach efforts to targeted populations.
- Assisted in employer outreach for co-op and full time job development for graduate campuses resulting in new co-op positions posted for Spring 2013
- Provided insight and information to senior leadership in development of new graduate program – Post Bac Co-op with customized curriculum
- Partnered with two business faculty to write and present a paper, *Putting it All Together: Meaningful Outcomes of Workplace Experiences for Marketing Students* at the Marketing Management Association Fall Educators' Conference.
- Created an Employer in Residency program providing students regular access and feedback from employer perspective. Each semester over 6 employers participate and over 50 student meetings
- Developed an employer outreach strategy that resulted in a 20% increase in job postings year over year for the past 3 academic years for NU students and alumni/ae.
- Maintained job loss below the national average from 2008 – 2010 and grew job postings above the national average from 2011 - 2012.
- Managed Employer Relations staff to grow on campus recruiting, career fairs, networking and branding opportunities for employers on campus.
- Managed Career Fairs with over 200 companies and 2,500 student participants.
- Assisted in the development and launch of a new senior after graduation tracking tool to capture data on placement, starting salaries, graduate school, etc.
- Created internship strategy to prepare students for and facilitate unpaid experiences and pipeline programs.
- Developed annual plans and goals at the group and individual level that align with University and Division goals and continually improve Career Services.
- Evaluated performance of 15 staff annually and assisted staff with future goal setting.
- Advocated for the department, taking into account the broader needs of the division and the University and grew the department by 3 full time positions and 1 part time
- Developed and implemented strategy to further promote Career Services to students, alumni/ae and employers to increase engagement and use of services.
- Managed department's operating budget.

Cooperative Education Faculty Coordinator

2001-2006

Teaching:

- Developed and managed cooperative education program of 50-130 undergraduate students per semester and over 180 coop employers in the College of Business Administration.
- Placed 100% of students seeking a cooperative education position each six-month co-op cycle.
- Taught professional development course each Fall and Spring semesters to develop student understanding of resume writing, interviewing, professionalism, ethics and the cooperative education program.
- Collaborated with marketing faculty to plan and present a marketing careers forum which included employers, alumni and faculty.
- Planned and facilitated meetings between faculty and employers to discuss market trends and employer needs.
- Facilitated Reflection Seminars and reflection in action
- Counseled students on career paths, job search strategies and issues and challenges during an economic downturn.
- Contributed to curriculum development for the professional development course.

Corporate Relations:

- Developed, maintained, and improved active business co-op positions with over 100 companies and organizations to ensure availability of high quality co-op positions.
- Analyzed program needs and student skills to effectively forecast the availability of students to match employer needs and develop quality positions as needed.

- Presented to companies on the benefits and attributes of the cooperative education program.
- Conducted on site visits to assess students' progress and employer needs.
- Allocated \$10,000 of Kauffman Grant funds to students working for eligible companies.
- Performed job developer role part-time for six months, January – June 2002, resulting in 36 new co-op jobs for business students.
- Initiated integration between colleges and departments when serving on committees and developing new jobs with coop faculty and academic faculty.
- Facilitated resolution of employer and or student conflict as needed.

Associate Director – Senior & Alumni/ae Services and Employer Relations 1995 –2001

- Managed On Campus Recruiting program that serviced over 2000 students (Graduate and Undergraduate) over 400 employers and over 5,000 interviews annually (increased program from 87 to over 400 employers during tenure).
- Promoted recruiting activities to prospective employers/companies.
- Communicated employment trends, salaries, job descriptions, etc. to employers.
- Managed employer database with over 2,300 companies.
- Oversaw the senior Resume Matching program that resulted in over 10,000 resume referrals in six months.
- Assisted in selecting on line recruiting software.
- Developed new procedures for On Campus Recruiting Seminars.
- Supervised On Campus Recruiting staff.
- Counseled students and alumni/ae on job search and career decision making.
- Administered self assessment tools to clients in counseling process.

Cooperative Education Counselor -- Co-op Department 1987 –1995

Electrical & Computer Engineering, Art & Architecture, Accounting, Entrepreneurship & MIS students, Criminal Justice

- Developed and maintained appropriate Cooperative Education positions.
- Counseled students on career paths and employment opportunities.
- Monitored and evaluated students' work progress, development, and performance.
- Managed and revised student and employer database.
- Developed materials and handouts for various workshops.
- Trained new Cooperative Education Coordinators and Counselors.
- Co-developed the Art and Architecture Cooperative Education Program.

Leadership

- NACE member - 2006 – Present, Conference Committee 2014, presenter, panelist
- CEIA member since 2014, presenter
- EACE – Co-Chair PR Committee 2012 - 2013, Annual Conference Co- Chair 2011 – 2012, Conference Sponsorship Committee 2006 – 2007, Corporate Membership Committee 2002-2003, Professional Development Committee 1998 & 1999, 2009 – 2010, Publicity Committee Fall 1997
- NEACEFE – Keynote Speaker 2016, President, 2006 & 2007, Vice President and Conference Chair, 2005, Awards Committee Co-Chair 2010-16, State Director & Employer Outreach

Committees: Division/Department of Cooperative Education

- Cooperative Education Performance Review Committee – 2003 - 2005 - Co Chair 2004/5
- Cooperative Education Curriculum Committee, 2001 - 2003
- Career Information Series, Chair, Fall 2002
- Diversity Team, 1999-2005
- Member of Co-op Information Systems Search Committee, November 2002

Education

HERS/NE Management Institute for Women in Higher Education, Wellesley College

Northeastern University, Boston, MA

Degree: Master of Education in Industrial Counseling

Honors: Dean's List

Boston University, Boston, MA

Degree: Bachelor of Arts in Psychology, Sociology Minor

Honors: Dean's List