



POSITION ANNOUNCEMENT

Job Title: Assistant Director of Career Development
Department: Career Development
Reports To: Director of Career Development
Level: 7
Shift/Hours: 40 hours per week
Date Prepared: January 19, 2018

SUMMARY

This position is responsible for coaching and advising students and alumni in their career decision-making and job search activities. Develops employment leads for graduate students and students participating in the internship program. Develops and maintains recruiting relationships with employers. Works closely with faculty and students to develop internship referrals, coordinates paperwork, and promotes interaction of employers with the university community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supports Director in providing individualized career coaching and advising services to alumni, graduate and undergraduate students interested in employment opportunities.
2. Acts as the internship liaison between the employer, faculty advisor, student, university and local community.
3. Assists employers with internship submission process and works with faculty advisors to obtain student internship authorization.
4. Promotes and leads internship efforts for the College of Arts and Humanities and College of Natural and Social Sciences. Recruits, prepares and monitors students participating in various internship opportunities.
5. Assists alumni, graduate and undergraduate students with resume preparation and provides opportunities to improve their interviewing skills and pursue internship opportunities.
6. Keeps faculty abreast of internship openings, coordinates referrals, paperwork and monitors the success of student internships.
7. Co-leads the development and organization of career events including job fairs, etiquette dinners, mock interviewing, featured speakers, company site visits, and other professional networking sessions.
8. Works with the Director of Career Development and represents the office at university events i.e., new student orientations, open houses, convocation, welcome week, commencement exercises, etc.
9. Co-leads and/or presents job search and professional development workshops on career exploration, resume writing, interviewing, job search, professional networking and the use of social media in the job search process for several colleges within the university.
10. Other duties as assigned.

QUALIFICATIONS

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Bachelor's degree required. Master's degree in Student Affairs, Higher Education Administration, Counseling or related program preferred, or four to eight years related experience and/or training or equivalent combination of education and experience. Experience with job referral, recruitment and teaching employability skills are essential. Proven ability to build rapport with multiple constituencies: students, parents, faculty, staff, administrators, alumni, and employers. Knowledge of best practices in the operation of a comprehensive career development office, employment trends, job market and a firm understanding of career development. Possess knowledge of F1-Visa international work regulations i.e., Curricular Practical Training (CPT) and Optional Practical Training (OPT). Strong knowledge of social media tools i.e., LinkedIn, Twitter, Indeed, and Symplicity job search software. Knowledge of FOCUS 2 or other career development tools desired. Knowledge of Microsoft Office required.

TO APPLY

Please complete the application at <http://www.madonna.edu/resources/human-resources>. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to hr@madonna.edu. Current employees must complete the internal application on MY Portal >Employee Resources.

MADONNA UNIVERSITY

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.