

Position Description
CAREER SPECIALIST
(Hayes-Hill Title: Student Services Coordinator)

Position Summary:

The Career Specialist will facilitate developmentally appropriate, student-centered, career initiatives that provide career preparation guidance and support to students and alumni. Specific duties include working to establish and cultivate relationships with employers and community partners to assist University of Wisconsin-Stevens Point (UWSP) students and alumni in gaining opportunities for experience, internships and employment; acting as a liaison and collaborating with UWSP faculty and staff to create and facilitate career development programming for active students in preparation for post-graduation; and assisting students in assessing their career interests and skills and offering advice about tangible job search strategies. This position may be required to travel to branch campuses as needed. This position reports to the Director of the University College Academic and Career Advising Center (ACAC).

Career Counseling/Career Development/Advising (30%):

- Work with students/alumni on an individual basis (in person, via phone and email) to assist with internship, employment and graduate school searches.
- Assist and instruct on resume/cover letter development, prospective employer identification, job posting criteria assessment, interviewing skills, career planning, employment and salary trends, and career options.

Outreach/Collaboration (25%):

External stakeholders (employer relations / community partners):

- Establish and cultivate relationships with employers and community partners to facilitate consideration of internships for current students, including the Pointers Connect Internship Program, and full-time professional employment for graduating students and alumni.
- Assist in facilitating and maintaining professional connections between employers, community partners, students, academic departments and other relevant campus stakeholders.
- Assist employers in their recruitment efforts by promoting the use of Handshake, facilitating interviews and informational sessions, and seeking opportunities to connect employers to appropriate student and alumni audiences.
- Actively engage with employers and facilitate the exchange of information to assist and support campus and community efforts to promote effective student career preparation and post-graduation employment.
- Organize and/or provide support for job/career fairs, employer outreach initiatives, and networking opportunities.

Internal stakeholders:

- Participate in cooperative efforts with other units to efficiently deliver appropriate career exploration and development services and to actively promote and encourage student completion of the First Destination Survey
- Collaborate with campus stakeholders to administer Pathways Internship Program
- Collaborate with academic departments to develop and facilitate major-specific, student career preparation programming, promote ACAC services and resources, and share relevant information such as major-specific position openings, market demand, and employment data.
- Support faculty on career-related student needs as applicable to curriculum, accreditation, programmatic review, and academic advising.

Instruction and Programming (25%):

- Organize and conduct developmentally appropriate, student-centered programming that provides career guidance, service, and support to students and alumni
- Present programs on career-related topics to classrooms, student organizations, and residence halls.

Administration (10%):

- Assist in ACAC service assessments and planning, participate in data collection and analysis (to include First Destination graduate survey), and communicate employment findings to internal and external audiences/stakeholders
- Promote and support the university's commitment to equity, diversity and inclusivity among the campus community.
- Review and maintain relevant, current resources on the ACAC website
- Provide input into unit's short and long-term planning efforts.
- Maintain accurate records of service and outreach provided to students, alumni and other stakeholders (faculty, staff and employers)
- Attend staff meetings and retreats
- Other duties as assigned by ACAC Director or Assistant Director

Technology (5%):

- Utilize and promote various online career tools and resources, including but not limited to Handshake, BigInterview, Going Global, Candid Careers and CareerLocker
- Incorporate the use of databases, such as Handshake and SPIN, social media platforms and other presentation mechanisms to engage and inform students about career resources, services and opportunities

Service and Professional Development (5%):

- Serve as a representative of ACAC within the university and larger community through participation on committees and involvement activities.
- Participate in continuing education activities including membership and involvement in professional organizations.

Required Qualifications

- Bachelor's degree
- Demonstrated effective written and verbal communication skills.
- Demonstrated presentation and public speaking experience
- Demonstrated experience assisting others in matching interests and skills with career fields and facilitating transition to the professional world.
- Demonstrated commitment to diversity and inclusion.

Preferred Qualifications:

- Master's degree
- Professional experience in career services, academic advising, admissions, and/or student services in a college or university setting.
- Experience advising undergraduate students using student and career development theory.
- Experience with retention and student success programming.
- Experience working with data collection, analysis, and reporting.
- Experience with student information systems, employment platforms, and social networking systems.
- Experience working with diverse populations.