



CAREER DEVELOPMENT COORDINATOR Job Posting

POSITION:

Career Development Coordinator

DEPARTMENT:

Academic Support

REPORTS TO:

Director of Academic Support

CLASSIFICATION:

Salaried, full-time, exempt

JOB SUMMARY:

The Career Development Coordinator will work with undergraduate and graduate students to develop and articulate their career goals and professionalism through advising, resume review, mock interviews, and events. The coordinator will also engage employers to build relationships to support student career development. The coordinator will work with faculty and key university constituents to ensure that Spalding University graduates are prepared to enter the workforce as highly qualified and sought-after candidates. This position will entail the following responsibilities:

1. Advise students with professional, individualized career guidance and support: resume and cover letter writing, major selection, interview skills, and career readiness.
2. Develop and maintain relationships with area employers to increase participation with campus events and seek opportunities for internships and full-time, post-graduation employment for students.
3. Monitor, report, and interpret the reported needs of local, regional, and national employers.
4. Support student internship and experiential learning opportunities.
5. Maintain job posting database, including vetting the appropriateness of job postings.
6. Coordinate and manage career development events and workshops based on student, faculty, and employer needs.



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7. Provide students with career assessment tools to assist students in clarifying professional and/or educational goals and to develop plans to reach those goals.
8. Develop and report on efficacy of career development initiatives.
9. Seek out opportunities for professional development.
10. Serve on University committees as invited.

QUALIFICATIONS:

Bachelor's degree required. Master's degree in Higher Education Administration, Student Affairs, College Student Personnel, or Counseling strongly preferred. Demonstrated commitment to inclusion and diversity and two years of related work experience required. Successful candidate should have strong written and oral communication skills, the ability to work both autonomously and across disciplines, and must be computer literate and able to learn new technology.

While the Career Development Coordinator will primarily work Monday-Friday, 8:00 a.m.-5:00 p.m., some evening and weekend hours will be required.

CONTACT:

Please submit electronically your resume and cover letter to:
Yolanda Peterson, Human Resources Coordinator
ypeterson@spalding.edu

ABOUT SPALDING UNIVERSITY:

Nestled in the midst of Kentucky's largest city, historic Spalding University combines a rich history and a commitment to community service as we attract students who desire a high quality education in a very personalized setting. An engaged faculty serves nearly 2500 students at the bachelors', masters and doctoral levels, providing quality, real-world learning in liberal and professional studies.

Faculty, staff and students are united by the institutional mission:

Spalding University is a diverse community of learners dedicated to meeting the needs of the times in the tradition of the Sisters of Charity of Nazareth through quality undergraduate and graduate liberal and professional studies, grounded in spiritual values, with emphasis on service and the promotion of peace and justice.



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With a focus on community service and leadership, Spalding offers all students a mission-driven connection to community and comprehensive learning resources while striking a distinctive balance serving the educational needs of both the traditional student and the working adult. In addition, our unique 6-week session delivery format affords students needed scheduling flexibility amidst other life responsibilities.

Spalding University is an Equal Employment Opportunity/Affirmative Action employer. The University complies with all federal, state and local equal employment opportunity laws. It is the University's policy not to discriminate against any individual or group of individuals and to provide equal employment opportunity to all qualified persons regardless of race, color, national origin, age, disability, religion, sex, pregnancy, sexual orientation, gender identity, marital status, military status, veteran status or other protected status. All job offers are contingent upon successful completion of a pre-employment drug screening as well as a criminal background check.