

Manager of Career Development

Department: Center for Career & Professional Development

Type: Staff, Full-time



Stephens College is seeking a Manager of Career Development to contribute and collaborate to the success of the Center, academics and programs of the College.

Primary Responsibilities:

1. Contributes to the success of the College-to-Career (C2C) program including but not limited to schedule of workshops, programs and special events, conferences, and recruiting events. Create new programming ideas for the C2C program.
2. Track student progress and enrollment in C2C using Canvas. Schedule C2C programming on GradLeaders, YARooms and with the Office of the Registrar.
3. Manage internship requirements according to degree program, including approval process, communication with students, faculty and internship supervisors. Collaborate with faculty on pre-internship requirements.
4. Distribute internship information and assist in student job and internship application processes.
5. Source new internship opportunities based on programs of study and student career and location interests. Communicate with internship organizations about opportunities for students.
6. Provide growth opportunities related to soft skills, including critical thinking/problem solving, teamwork/collaboration, resiliency, professionalism/work ethic, oral/written communication, leadership, digital technology, career management and global fluency.
7. Provide career counseling to current students and alumnae on topics related to professional development including career exploration, resume reviews, personal statements, mock interviews, etc.
8. Assist in maintaining operating status of GradLeaders career services platform. Helping students, alumnae and employers effectively utilize website features. Generate employer traffic and job postings to GradLeaders. Maintain job search database.
9. Coordinate informational and mock interviews for students, including gathering employers to conduct interviews, scheduling and hosting professionals
10. Host and schedule logistics for employer campus visits and on-campus interviews.

Secondary Responsibilities:

1. Collaborate with campus departments on special events such as Alumnae Reunion, New Student Orientation, and Accepted Student Days as needed.
2. Potential for occasional overnight travel; weekend and evening commitments to support student and employer development.

3. Researches industry trends and opportunities to provide meaningful information to students and alumni.
4. Collaborate with the Office of Financial Aid on student work study opportunities. Lead orientation sessions for work study students and supervisors. Assisting work study supervisors with job posting and application process.
5. Participate as an active member of local, state and national networking and career development associations.
6. Other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree required; Master's level degree preferred.
- Minimum 3 years related experience in relationship management, recruiting and/or student advising. Knowledge of higher education highly desirable.
- Professional demeanor essential, with a track record of establishing positive student and employer relationships.
- Proven ability to lead in highly collaborative environment, high level of organizational ability, self-motivated, creative thinker and outgoing personality.
- Proficiency with Office suite and social media networks. Knowledge of databases used to support relationship management.

SKILLS:

- Outstanding written and verbal communication skills
- Problem solver, analytical, team player, willing to contribute as needed.
- Knowledge of and interest in latest related technology including social networking platforms as part of the job search.
- Role requires public-speaking and presentation capability in contexts including education or training, and workshop development and facilitation.

Relationships:

Continuous contact with CCPD staff, Academic Affairs, deans, faculty, alumni and outside constituents to deepen employment opportunities and overall objectives of the College. Frequent interaction with students to ensure successful internship and relationships are fulfilled.

Reports To: Director, Center for Career and Professional Development/Vice President for Academic Affairs

Some work is performed independently and employee assumes direct accountability for work and independently resolves all associated problems except where the interpretation of law, policy, rule, complex procedure or request for exception or final approval is required.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is performed inside under normal office conditions and employee may be exposed to varying temperatures and dust.

Work requires:

- Keying on a computer repeatedly during an 8-hour shift.
- Reaching/handling of various office equipment/files repeatedly during an 8-hour day.
- Ability to lift/carry and push/pull a minimum of 30 lbs.

Reasonable accommodations may be made upon request regarding the work environment and physical demands to enable individuals with disabilities to perform the essential functions.

To Apply:

Qualified applicants must complete an on-line [Stephens College application](#) with the following:

- A Cover Letter
- Resume or Curriculum Vitae
- At least three professional references

A criminal background check will be required.

EOE A diverse community on campus is valued

Smoke Free Campus