

Part-Time Career and Internship Coach Job Description

Department:	Career Studio	FLSA Status:	Exempt
Reports to:	Executive Director of Career Studio	Full-Time/Part-Time	Part-time/12 months

Founded in 1887, Alverno College is a four-year, Catholic liberal arts college for undergraduate women sponsored by the School Sisters of St. Francis. The college also offers a robust array of graduate and degree completion programs for women and men. Student learning and personal and professional development are the central focus of everyone in the Alverno College community. As Wisconsin's first designated Hispanic-Serving Institution, Alverno enrolls a highly diverse student body of virtually every demographic and experience. It is an institution that has revered tradition and encouraged innovation for more than 130 years.

The College is seeking applicants for a Part-Time Career and Internship Coach located in Milwaukee, WI. Alverno College health, dental, vision, disability, and retirement plan enrollment are available to full-time employees and eligible dependents. Tuition benefits are available for employees and qualified dependents.

Summary

The Career Coach will provide career development coaching and internship guidance to current students and alumni, as well as participate in creating and implementing programming and resources. The Career and Internship Coach is committed to maintaining a culture of superior service to support a diverse population. S/he consistently monitors, evaluates, and recommends changes for improvement to better meet organizational needs and objectives. The Career and Internship Coach will help promote a career culture throughout campus. This position involves extensive interface with corporate leaders, business owners, community engagement, and professional affinity groups to build mutually beneficial relationships for student career readiness. The position involves local and regional travel.

Primary Duties and Responsibilities

Career and Internship Coaching (80%)

- Provide comprehensive, individualized career coaching to current students to help develop effective job search skills, and provide strategies and tools to gain internship opportunities, including guidance with resumes, cover letters, interview and networking skills, and Handshake and LinkedIn profiles.
- Monitor credit-bearing internships through documentation and tracking in our student CRM and site visits.
- Provide comprehensive, individualized career coaching to students and alumni at various levels of professional and industry experience, to help them define their short and -long term career objectives, develop effective job search skills, and provide strategies and tools to achieve their career goals.
- Track outcomes of coaching sessions via our student CRM, providing detailed notes and information that evaluate risk factors, track success and predict future performance.
- Escalate students of concern to the Executive Director of Career Development for additional coaching or intervention plans.

- Collaborate with the Career Studio team to recommend students for job openings, and professional development opportunities, and share information about employability.
- Develop user expertise in the utilization of online career development resources: Website, Handshake, LinkedIn, etc.
- Maintain industry knowledge of potential career paths, as well as current recruiting practices and timelines as related to specific majors.

Other (10%)

- Teach career-related courses.
- Facilitate workshops.
- Consistently evaluate and update all handouts, guides, and web-based resources.
- Actively participate in Career Fairs and other on-campus and care development-related events.
- As a team member, provide exemplary customer service in student/alumni-centered office operations.
- Research best practices, peer institutions, and market/economic conditions to recommend changes and enhancements to improve career coaching resources.
- Represent the university and participate in local, regional, and national professional associations and conferences in order to stay current with industry standards and, recruiting trends, share best practices, and increase the collaborative culture, visibility, and reputation of the office.

This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities as management may deem necessary from time to time.

Qualifications

- Bachelor's Degree required.
- Familiarity with and/or experience working in Career Services and/or Higher Education, preferred, but not required.
- Experience providing coaching or advisement to diverse individuals and/or groups.
- Knowledge of Career Services-specific software, such as Handshake, preferred but not required.
- High ethical standards and demonstrated ability to work with diverse populations.
- Self-motivated, takes initiative, and can innovatively solve problems with creativity and diplomacy, making sound judgments while working with various personalities, relationships, and circumstances.
- Ability to build and maintain collaborative and cooperative partnerships across many, varied constituents and stakeholders.
- Process-oriented with strong organizational, attention to detail, and time management skills with proven ability to manage multiple tasks/projects simultaneously and provide deliverables on or before deadline with accuracy.
- A track record of producing measurable results, meeting deadlines, and balancing multiple priorities and constituencies; you are proactive, agile, and flexible with a positive attitude.
- A genuine interest in student and career development, with experience working with candidates/students as well as hiring partners preferred.
- Collaborative, self-directed, and outcome-oriented.
- Ability to work successfully as a team member and independently with minimal supervision.
- Strong customer service focus for both internal and external constituents.
- Demonstrated intermediate to advanced skills in computer software including Microsoft Office; MS Word, PowerPoint, Excel, and/or Access required.

- Flexible to work nontraditional work hours on some evenings and weekends.
- Requires excellent written and oral communication skills. Ability to communicate with both internal and external communities professionally and promptly.
- Ability to interact with business and community organizations, keep the information confidential, and represent the College well.
- Must have strong organizational, prioritizing, and problem-solving skills. Requires the ability to coordinate and meet multiple deadlines simultaneously.
- Requires a flexible and collaborative work style and the ability to interact effectively with a variety of audiences internally and externally.
- Respectful of the Alverno College Mission and values, and represent in a manner that helps build community, collaboration, and the reputation of the institution.
- Valid drivers' license and willingness to travel within Southeastern Wisconsin.
- Demonstrated commitment to promoting diversity, inclusion, and multicultural competence in an educational and work environment and must be willing to contribute to the department and college's strategic plan of inclusion.

Required Credentials

- Completion of coaching course as a prerequisite to coaching certification.
- Coaching certification or obtain within first 12 months of position.
- Certified in Strong Interests Inventory within the first 12 months of position.
- Certified in Myers Briggs Type Indicator or obtain within the agreed-upon timeline.
- Maintain knowledge and credentialing as appropriate for professional practice with participation in continuing education units.

Language Skills

- Ability to read and interpret documents such as safety rules, operating instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before others. Ability to effectively communicate in both written and oral form.

Mathematical Skills

- Ability to use numbers to solve problems involving concrete variables in standardized situations.

Reasoning Ability

- Ability to apply commonsense understanding to carry out written or oral instructions.

Physical Demands

- While performing the duties of this job the employee is largely sedentary, the ability to move is required. The employee is occasionally required to traverse within their work area as well as other areas on campus to attend meetings/events and access files or information.
- This role does require occasional carrying/lifting for event materials (carts are available to assist).

Work Environment

- This job operates in a professional office environment.

How to Apply

- Apply online at <https://www.alverno.edu/jobs/apply/login.php>
- Please attach your cover letter, resume, and list of references to the online application

Alverno College is an Equal Opportunity Employer and committed to workplace diversity.

