Career Services Specialist

The Career Services Specialist works as part of the Student Services team to provide guidance and provision to the students throughout their journey at the University. With the Career Services Specialists assistance, the student should finish their undergraduate/graduate experience with all the professional skills and confidence needed to go out and find the job suited to their level of education.

Responsibilities

- Counsel students and alumni in career planning and job search strategies
- Develop and implement programs, such as presentations, workshops, advising plans, for students to develop career related skills
- Work with departments and other campus partners to track the career path of NAU Alumni
- Build and maintain partnership with other campus entities
- Work with each student to find the best academic major or program for them
- Discover and articulate the strengths of students through various personality, interest, skills, and values assessments
- Assist the students in developing their resumes and other marketing tools they may need
- Aggressively search for employment opportunities for NAU graduates and help connect students with potential employers
- Prepare them for real job interviews through mock interviews
- Organize on campus Career Fairs
- Manage the NAU Career Center and Alumni Website
- Manage and develop events and activities for NAU Alumni
- Plans and executes programs to further Alumni engagement and giving
- Manage Career Center and Alumni Relations

Qualifications

- At least 2 years of Career and Alumni Services experience with other Higher-Ed institutions
- Excellent communication, organization, interpersonal and assessment skills
- Strong networking skills
- Exceptional intercultural skills
- Master’s Degree, desirably in a related field of study is preferred
Salary & Start Date
This position is for a full-time, year round, academic professional position. Salary is commensurate with qualifications and experience. Start date will be in Summer 2015.