

**Position Description**

Career Specialist

**Department**

Center for Career Education

**Primary Supervisor**

Director, Center for Career Education

**SUMMARY**

Under the supervision of the Director of the Center for Career Education, the Career Specialist is focused on building relationships with students, employers and alumni and guiding students through the career development process. The incumbent will demonstrate a desire to participate in a team setting, and cultural competency in working effectively with a diverse group of students and staff in a liberal arts setting.

**Essential Functions and Job Duties:**

- Serves as Center for Career Education Liaison to students, employers, and alumni under assigned area/division.
- Provides personalized, comprehensive and exemplary career coaching experience with the goal of ensuring every student is “career ready” while navigating the job search through innovative career programs and career exploration techniques.
- Conduct career workshops and programs that are designed to assist students with writing resumes, interviewing, preparing for a job search, professional decision-making, salary negotiations, and other professional development areas.
- Collaborates with College partners in strategic planning/alignment to deliver innovative and customized career-related events, programs, and other market readiness and employment resources to prepare students.
- Engages and builds relationships with external markets including employers, alumni, and industry professionals to hire and mentor students as well as assess and implement coaching best practices: coordinate networking events, on-campus interviews, and information sessions
- Maintains a high knowledge rate of student caseload, monitors and tracks all student activity ensuring consistent and comprehensive reporting for all stakeholders: submit semester reports
- Work with the career services management system, and support registrants (employers, students, and alumni) in utilizing the system.
- Partner with Center for Career Education and assigned area/division in developing and communicating opportunities and events for employer representatives, recruiters, students, and alumni.
- Compile and contribute program content and support career development course.
- Assist Director in ongoing strategic planning for the Center for Career Education.
- Duties and responsibilities may change as programs are added and/or enhanced as needed

**Minimum Qualifications:**

- Bachelor's degree in Business Administration, Psychology, Education, or related field.
- 3 years in career services, corporate recruitment, or human resources.

**Preferred Qualifications**

- Advanced degree in Higher Education, Business, Psychology and 2 years of related experience
- Training and experience administering and interpreting career assessment inventories

**Knowledge, Skills and Abilities:**

- Strong interest and commitment to the educational development and career preparation of college students.
- Strong computing background with demonstrated experience with management information systems, Web-based applications and an affinity for applying technology to achieve productivity.
- Excellent oral and written communication skills with effective public speaking skills.
- Ability to independently perform high quality work following well-defined policies and procedures while simultaneously performing in a team environment.
- Ability to initiate and follow through to completion special projects and/or assignments taking an idea from conception to implementation.
- Must be able to effectively engage in multiple tasks simultaneously.
- Ability to coach and foster genuine relationships with students from diverse backgrounds and interests.
- Ability to influence and communicate with faculty, staff, outside departments and external constituents across all programs and the Millsaps College community.
- Ability to maintain effective customer relations.
- High degree of maturity and professional ethics.
- Ability to present and display professional demeanor at all times.
- Ability to handle sensitive information in a confidential manner.

**Supervision Responsibilities:**

- This position supports training and supervision, under direction of the Director, of the Career Ambassador(s) or Intern(s).

**Application Procedure:**

Applicants should submit a resume, cover letter and 3 references to [careereducation@millsaps.edu](mailto:careereducation@millsaps.edu).

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