

Class Code:.....0170
Position #: (PSA).. (E)
Developed by:.....KS
Reviewed by:.....DLJ
Approved by:.....
Date:.....09/16

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Career Education Specialist

DIVISION: Academic Affairs, University College for Academic Success

REPORTS TO: Director, Center for Career and Experiential Education

GRADE: 10

SUPERVISES: Undergraduate students

BASIC FUNCTION:

Work with academic advisors, faculty and employers to provide current knowledge of industry and academic standards related to career and internship advisement through individual, group, classroom, and outreach modalities. Use best practices for helping students to engage in career planning from admission to graduation, incorporating career assessments, internships, project based learning, resume and interview skill development, to prepare students for the workforce.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Each career specialist will have a focus area on related majors and career oriented clusters.

Work with faculty, advisors, and employers related to assigned major/career cluster.

Provide group and individual appointments through individual and group advising and in the classroom.

Teach all stages and functions of the career decision making process, including major choice exploration, experience acquisition, resume writing, industry and employer research, interviewing skills, networking and job/internship/volunteer search strategies.

Competently use the full range of career assessments, including the Myers-Briggs Type Indicator, Type Focus, the Strong Interest Inventory, and others as appropriate.

Teach career and internship planning classes in assigned major/career cluster.

Design, develop, market and present career development programming to students in classes, in the residence halls and to other student groups as requested.

Collaborate with academic advisors and faculty to collect, market and deliver industry specific information connecting majors and careers.

Partner with employers and alumni regarding industry related information and current economic and workforce development.

Assess student achievement of learning objectives.

Collaborate with other career educators to evaluate and enhance programs and services to more effectively address student, faculty, and alumni needs.

Collaborate with Employer Relations to assure interface of all programs and services around on-campus interviews, career fairs, and listings related to internships and full-time jobs.

Seek new methods of marketing all employer programs to all students.

Seek new ways to reach employers, faculty and students to encourage participation at events.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word processing and spreadsheet software.

QUALIFICATIONS:

REQUIRED: Master's degree in higher education, college student personnel or field related to the designated career cluster; Minimum one year experience providing career or internship advising in a college/university setting; Demonstrated customer service skills; Demonstrated organizational skills; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated project management experience; Demonstrated ability to create programming and workshops; Demonstrated experience fostering community partnerships; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated supervisory experience; Demonstrated experience in the use of career assessment tools, including: Myers-Briggs Type Indicator, Strong Interest Inventory, and/or others; Demonstrated knowledge of print and on-line career resources; Demonstrated experience in computer and web-based skills, including: career database and/or online teaching platforms; and, Demonstrated experience in social media.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.