



JOB DESCRIPTION

SR CAREER SERVICES SPECIALIST

Job Code:

One-year time-limited fulltime position

Level: 11

August 10, 2009 – August 9, 2010

Job Family: 33, Student Services

Required start date is no later than August 10, 2009, non negotiable.

Position Summary

Work on a small, results-oriented, team with a focus on practical career advice and job/internship search training. Work in a fast-paced, open door work environment. Sr. Career Services Specialist is a full time, one year position beginning August 10, 2009 and ending August 9, 2010. Position requires availability for occasional evening and weekend work and 2-3 day travel to Washington DC for annual career fair in February. Position will be reevaluated for possible renewal.

Incumbent works with graduate students pursuing careers in the environmental field (environmental policy, science or management careers). Principally responsible for developing and teaching skill-based career search workshops, perform group and individual counseling, and incorporate Web 2.0 tools including social media, pod casting and Twitter to complement and enhance delivery of career search information to students.

Organizational Characteristics

The Sr. Career Services Specialist is a member of the Nicholas School of the Environment's Career Services team reporting to the Associate Director for Counseling, Programs and Training. The Sr. Career Services Specialist shares in developing ideas for career programming, career fairs and on-campus employer recruiting visits.

Principal Accountabilities for Sr. Career Services Specialist

Measurable student learning outcomes (SLOs) for resume writing, employer correspondence (cover letters, email communication, cold call inquires, etc), and interviewing. Offers specific, and timely constructive feedback to individual student resumes, cover letters and mock interviews

Customize career training by developing “tiered workshops, to address needs of current graduate students seeking careers in the environmental field. Customer base is graduate students with diverse levels of professional work experience; ranging from students with significant academic training and internships but no professional experience to students more experienced, but not always in the environmental field.

Use expertise for counseling and career coaching to support individual graduate students in establishing realistic career plans and objectives; and help them articulate their goals, skills and qualifications effectively in resumes, cover letters and interviews.

Use InterviewStream™ as platform to create a new “mock interview” program. Teach students the use of the technology and design a program that increases use of InterviewStream™ and provides individualized feedback to each student.

Assumes leadership for exploring and implementing use of interactive Web 2.0 technologies to deliver career services office services to current students.

Assist Associate Director with Duke-wide summer internship program. Direct responsibilities will be campus-wide student recruitment and program marketing and leading student information sessions on program eligibility, application and interview process.

Responsible for completing annual graduate follow-up survey, requires attaining an 88% or better response rate, data collection and analysis. Collaborate with communications team to publish *Employment Profile* and post online on career services website.

Assist with hosting on-campus recruiting visits and company presentations.

Perform other related duties incidental to the work described herein.

Expected Minimum Qualifications

Sr. Career Services Specialist: One-year contract August 10, 2009 – August 9, 2010

Master's degree in a related field and 2 years of directly related professional experience that includes a proven track record in developing and conducting training workshops in the following areas: resume writing, employer correspondence and interviewing.

Requires effective communication skills to conduct "targeted" skill development training, perform individualized career counseling, and engage student participation in career services programs and training.

Requires current knowledge and proficient use of Web 2.0 tools including social media, Twitter and pod casting to build interactivity on the career advice section of the career services website.

Familiarity with social media platforms including (but not limited to) Facebook and Twitter. Eagerness to assist in the development of a new, interactive Career Services Web site

Proficient use of MS Office Applications/Microsoft Office Suite. Detailed knowledge of Word, Excel and PowerPoint. Aptitude, willingness and desire to learn new software (FileMaker Pro; Dreamweaver, etc.).

Possess strong organizational and time management skills to effectively fulfill multiple responsibilities of counseling, training and program implementation at one time. Position requires flexibility.

Team-oriented, yet able to work independently and communicate progress.

APPLICATION PROCESS

Interested candidates should email a SINGLE WORD DOCUMENT that includes your cover letter with salary expectations and a 1-2 page resume to Thelma Jernigan, tejernig@duke.edu. Please use: **Sr. Career Services Specialist Candidate** as your email subject.

Application Deadline: June 29, 2009.

Required start date is no later than August 10, 2009, non negotiable.

Employment is a one-year time-limited fulltime position August 10, 2009–August 9, 2010. Position will be reevaluated for possible renewal.