Job posting preview

<table>
<thead>
<tr>
<th>Requisition ID</th>
<th>22184BR</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASU Job Title</td>
<td>Career Development Specialist</td>
</tr>
<tr>
<td>Job Title</td>
<td>Career Development Specialist</td>
</tr>
<tr>
<td>Campus/Location</td>
<td>Campus: Tempe</td>
</tr>
<tr>
<td>Job Family</td>
<td>Career Mgmt &amp; Guidance</td>
</tr>
<tr>
<td>Department Name</td>
<td>WPC UPO Administration</td>
</tr>
<tr>
<td>Full-Time/Part-Time</td>
<td>Full-Time</td>
</tr>
<tr>
<td>VP Code</td>
<td>EXEC VP/PROVOST</td>
</tr>
<tr>
<td>Scope of Search</td>
<td>Arizona Board of Regents</td>
</tr>
<tr>
<td>Grant Funded Position</td>
<td>Not a grant funded position and not contingent on future grant funding.</td>
</tr>
<tr>
<td>Category</td>
<td>02</td>
</tr>
<tr>
<td>Salary Range</td>
<td>Depends on experience</td>
</tr>
<tr>
<td>Close Date</td>
<td>02-May-2016</td>
</tr>
<tr>
<td>Job Description</td>
<td>The job posting is only open to current Arizona Board of Regents employees (Arizona State University, University of Arizona, or Northern Arizona University).</td>
</tr>
</tbody>
</table>

The Undergraduate Business Career Center is looking for an enthusiastic individual who welcomes the opportunity to work in a collegial, creative, and high energy atmosphere as part of a team that performs work of considerable difficulty in the planning, organizing and facilitation of multiple career development programs and projects to meet our established goals and objectives.

This position is responsible for the multi-channel delivery of individual career consultation and other types of career services and information, individually, in groups and electronically, to a variety of business majors distributed across three campuses in the Phoenix metropolitan area and for communicating with students in various forms of internet-based communications is a central part of this position. While primarily working with Accounting, Computer Information Systems, and Business Data Analytics students, this individual will also be actively involved in individual career consultation, workshops, and events for students representing all business disciplines in support of the mission of W. P. Carey School of Business.

Essential Duties

- Coordinates services delivery and event management to students, alumni, faculty, staff and employers in using career development services and events
- Creates new services and programs based on analysis of career and employment data, web-based career resources, and databases
- Develops programming primarily utilizing web-based communication software in text, audio and video
- Conducts individual and group career and coaching consultations with students
- Assists in marketing the school to recruiters to build full-time and internship employment programs
- Utilizes database marketing software (i.e. SalesForce.com, LinkedIn) to build and track new and maintain existing relationships with corporate recruiters and hiring managers
- Facilitates online and in-person material for undergraduate career development seminars, workshops, panels, courses and networking events
- Represents the school and/or university on various committees, organizations, boards, and councils
- Identify and implement new technologies into useable tools to disseminate career information
- Works on multiple, concurrent projects under tight deadlines
- Participates in leaderships events and activities pertaining to student organizations
- Participates in data collection for reporting on behalf of the Business Career Center
- Organizes and maintains shared files and media

Days and Schedule: Monday-Friday 8:00 AM to 5:00 PM. Some evenings and weekends will be required. Must be willing and able to travel to multiple campus locations.

Minimum Qualifications

Master's degree in Behavioral Science, Education or a related field AND three (3) years college relations or student advisement experience in higher education or the equivalent; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

Desired Qualifications

- Experience in advising/coaching related to educational programming and student success in higher education
- Experience working with students seeking business-related degree programs is preferred
- Experience in relationship development with four-year college level employers
- Experience in establishing, developing, and maintaining positive interpersonal work relationships
- Experience in developing job related innovations
- Experience in internet-based communications emphasizing multiple social media formats
- Experience in graphic design, audio and video production and editing software
- Experience in using Microsoft Office products showing proficiency in software such as PowerPoint, Word, Excel, and Project
- Evidence of effective verbal and written communication with a strong understanding of audience and use of grammar

Working Environment

- Cognitive ability to communicate effectively, both in writing, verbally, and visually to develop employment materials for majors in various media, create metrics, and provide reports in various formats (electronic, hard-copy, etc), in addition to coordinating and presenting information to recruiters, corporate partners, business executives, students, and other campus units
- Cognitive ability to provide complex evaluations/assessments of students/programs, including understanding employment and higher education laws, as well as interpretation of policies, procedures, and requirements of various career/employment programs within the school

Must be able to:

- Lift/move 30 pounds of materials, etc
- Travel
- Utilize computer, phone, and various office equipment (fax, copier, etc)
- Utilize various forms of technology to communicate with employers, executives and students (including social media)
- Work occasional extended hours, including evening and/or weekends, as needed
- Work with employers/executives in a higher education/university level, both on-one-on and in group/class settings, in-person and via phone and e-mail
- Work with students in a higher education/university level, both one-on-one and in group/class settings, in-person and via phone and e-mail
**Department Statement**
The W. P. Carey School of Business at Arizona State University is one of the largest business schools in the United States with more than 13,000 students. Solutions for the planet mean developing problem-solvers from around the globe. From our world-renowned faculty representing six continents to thousands of outstanding students who join us every year from around the world, the W. P. Carey School welcomes diversity and encourages global thinking. The W. P. Carey School is internationally recognized for its leadership in business education, groundbreaking research and innovation, and renowned faculty making us one of the top-ranked business schools in the country. Learn more at [http://wpcarey.asu.edu](http://wpcarey.asu.edu).

**ASU Statement**
Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation’s fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit [www.asu.edu/tobaccofree](http://www.asu.edu/tobaccofree)

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

**Employment Verification Statement**
ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

**Background Check Statement**
ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

**Instructions to Apply**
The job posting is only open to current Arizona Board of Regents employees (Arizona State University, University of Arizona, or Northern Arizona University).

Application deadline is 3:00PM Arizona time on the date indicated.

Cover letter, resume, and three professional references required. Resumes should include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position should be listed individually for each position. Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications stated in this requisition. Candidates who do not follow the instructions to apply may be disqualified.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.