

Career Specialist - Vincennes, IN Full-Time

Vincennes University is seeking applicants for Career Specialist in the University's Career Center. This is a full-time, professional staff position.

The Career Specialist for the Vincennes University Career Center serves to connect students and alumni with employers by providing various opportunities which lead to employment in part-time jobs, internships, or career positions. As part of a team, the Specialist develops and implements innovative programs that ensure effective learning outcomes, manages communications among various stakeholders, prepares students for employment, and participates in the planning and execution of various Center activities, including student workshops and career fairs. The Specialist also collects data, prepares reports for the Center and the University.

This position is responsible for:

- Develop and maintain working relationships with current and prospective employers which will lead to student success
- Develop and maintain working relationships with faculty members
- Conduct student resume reviews, mock interviews, and career advising
- Present to students via workshops and classrooms
- Plan and implement, with a team, the various Career Fairs and workshops of the Center
- Serve as an active team member to develop and implement career programming
- Work with employers to develop employment opportunities: full time, internships, and part-time.
- Identify and communicate various types of employment opportunities to students
- Provide counseling and advice for students seeking employment
- Promote VU students and programs to the business community
- Manage Blazer Career Link with all stakeholders
- Utilize appropriate assessment resources to assist undecided students
- Assist with data collection
- Assist with Center program marketing and recruitment
- Assist with annual occupational graduate follow up study
- All other duties as assigned by Director of the Career Center The

Successful Candidate has:

- Bachelor's required. Master's degree preferred in related field.
- Must be computer proficient with ability to quickly learn new software programs
- Excellent verbal and written communication skills
- Minimum of three years working in higher education or human resources
- Knowledge of/ experience with career development in higher education
- Ability to build working relationships leading to the engagement of employers and alumni with students, faculty, and the University community
- Present/communicate to various audience sizes: classroom and groups
- Possess organizational, innovative, and analytical skills
- Demonstrate ability to plan, coordinate, and execute logistics for special events
- Ability to adjust priorities and adapt to an environment with changing needs

Benefits:

The candidate will be eligible for all benefits available to a full-time employee of Vincennes University. More information can be found by visiting the Benefits page of the VU website: <http://vinu.edu/human-resources>

How to Apply:

Interested applicants should submit a cover letter, resume, and contact information for three references to Human Resources by email to jobs@vinu.edu or mail to Human Resources, 1002 North First Street, Vincennes, IN 47591. Applications will be accepted until the position is filled. Interviews may be held concurrently with the advertising period.

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Please note the selected candidate will be required to submit to a criminal history background check. Vincennes University is an Equal Opportunity and Affirmative Action Employer