

Name of Organization:

Loyola University New Orleans

Position Title:

CMFA Career Coach

Essential Duties & Responsibilities:

The Career Coach will have an important, multi-faceted role in supporting the Career Development Center's mission of helping students find careers where they find themselves while also providing students in the College of Music and Fine Arts with access to professional opportunities. Reporting to the Dean of the College of Music and Fine Arts and housed in the Career Development Center the successful candidate will:

- Provide individual and group career coaching to CMFA students and alumni, and other University students pursuing careers in the arts to include career choice, resume preparation and development, business correspondence, job, internship, and business opportunity search strategy, interviewing skills, personal branding, and preparation to transition out of the university upon graduation.
- Develop and implement unique career education programming for undergraduate student populations with special emphasis on meeting the needs of students interested in pursuing careers in creative arts, music and/or entertainment.
- Develop, foster, and maintain strong relationships with local, national, and international employers. Support efforts to educate employers on internship best practices and legal angles to supervising an intern. Strategically identify internship sites which best suit individual students, as well as current student body-needs.
- Collaborate with College of Music Fine Arts faculty and staff to promote internships, part-time jobs and full-time opportunities for employers interested in hiring College of Music Fine Arts majors.
- Create partnerships within the College of Music and Fine Arts to provide career related educational programs and networking opportunities for students within the college.
- Develop, execute, and summarize student learning outcomes and other assessment measures as a means to measure student learning and program satisfaction.
- Create communication streams with Loyola students to ensure they understand the career programming opportunities, corporate programming events, and career services speakers and special events.
- Responsibilities will also include increasing awareness and utilization of career resources and supporting career development initiatives.
- Be familiar with all Career Development Center's policies and procedures and all career development related policies and procedures of the CMFA, and maintain an ongoing awareness of all programs and activities. Participate in appropriate professional development activities.
- Serve on CMFA professional committees and assist with experiential learning courses in music industry studies, graphic design, studio art and theatre.
- Assist in the day-to-day operation of the Career Development Center.

Additionally, some evening and weekend work is required, and the individual will perform other office, divisional, and university duties as assigned.

Minimum Qualifications:

Knowledge of career development and student development theory and practice. One to three years prior experience providing career guidance or advising for undergraduate students in a college/university setting. Graduate school assistantship in career advising, academic advising or student leadership is acceptable will count towards experience. Strong customer service orientation; creativity, ability to assume responsibility, takes initiative and motivates others. Proven ability to design and present creative and innovative programs. Well-developed organization skills; ability to manage multiple projects; excellent interpersonal and teamwork skills; strong verbal and written communication skills. Knowledge of basic career and job search principles and techniques, and working knowledge of recruiting software or CRM software.

Preferred Qualifications:

Master's Degree from an accredited institution in counseling, education, higher education, student personnel services, fine arts, art/art education or related field. A combination of a depth and range of experience in music, fine arts, graphic design, or the creative arts. Strong customer service orientation; creativity, ability to assume responsibility, take initiative, and motivate others.

Application Instructions:

Please visit <http://finance.loyno.edu/human-resources/staff-employment-opportunities> to apply.