



Career Development Specialist

The Career Development Specialist is responsible for providing career development, experiential learning and job search assistance to undergraduate and graduate students and alumni in a comprehensive career center. As a member of a Catholic and Marianist community, this individual advises students through the discernment process in order to develop their view of career as not only a series of jobs, but as their vocation and calling. The Career Development Specialist interacts with students on an individual and group basis to guide them towards a purposeful life as a leader for the common good.

Founded in 1852 by the Society of Mary, Marianists, St. Mary's is a comprehensive Catholic and Marianist university with a strong tradition of integrating liberal arts with professional studies. St. Mary's enrolls 4,000 students in a diverse university with five schools, more than 40 academic programs including Ph.D. and J.D. programs, and numerous pre-professional programs. St. Mary's has been cited for high graduation rates among Texas colleges and is ranked among the best in the West Region for value and academic quality by U.S. News & World Report. St. Mary's is the oldest Catholic university in the Southwest, and continues to advocate the Marianist mission of academic excellence and servant leadership.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Serves as a primary career advisor for the Center, educating students for the common good through a lens of career as vocation.
- Offers job search assistance to undergraduates, graduate students, and alumni.
- Develops and conducts effective and creative programs and presentations on career exploration and discernment, job search strategies, and graduate or professional school application processes.
- Provides assistance in vocational discernment, including interpretation of career assessments, to individuals and groups of students and alumni.
- Supports employer and agency relationships that align with the St. Mary's Catholic and Marianist mission through attendance at networking and employer based events, support for the On-Campus Recruitment program, and participation in professional associations.
- Stays informed of industry and job market trends in order to inform individual and group advising.
- Assists in the coordination and training of student staff regarding general job search strategies, occupational information and resume evaluation.
- Serves as an Instructor and participates in all faculty development programs for the freshman success course, ND 0101 – Personal and Academic Development.
- Serves as a team member to organize and implement an effective system to assist students and academic advisers with implementation of the *Academic Advising Plan*.
- Participates in University events such as new student orientation programs, graduation activities, and convocations.
- Performs requirements of the position maintaining professional ethics stated by the National Association of Colleges and Employers (NACE).
- Additional duties as assigned by the Associate Director or Director of the Civic Engagement and Career Development Center.

EDUCATION: Master's degree required. Course work in career development theory preferred.

EXPERIENCE: At least one-year experience in career services including career and vocational exploration, experiential education, employer relations, faculty development, and a working knowledge of the changing workplace is strongly preferred. Qualified applicants should be familiar with current technology resources as they pertain to the career development process. Excellent written, interpersonal, presentation, and organizational skills are essential. Proficiency in MS Office Suite and knowledge of Adobe Creative Suite is also preferred.

Closing Date: 9/21/15. Please submit application, cover letter, resume, and list of references online at <http://stmarytx.applicantpro.com/jobs/>. EOE