**POSITION TITLE: CAREER COACH/ACADEMIC ADVISOR**

**DEPARTMENT:  BUSINESS PORTFOLIO CAREER DEVELOPMENT PROGRAM –  COLLEGE OF BUSINESS, Loyola University New Orleans**

**DESCRIPTION OF DUTIES**: Loyola University New Orleans College of Business seeks a career coach/academic counselor for its Business Portfolio Career Development Program (Portfolio), a four-year student-centered professional development program required for undergraduate business students. The program has a 97% satisfaction rate with our graduating seniors and is entering its 10th year. The College of Business offers seven business majors and has over 400 undergraduates enrolled with additional students pursuing our new online management degree. This position will work closely with the Portfolio Director and staff, as well as collaborate with College of Business faculty and staff and Loyola’s Career Development Center. This is a full-time, ten-month, professional staff position with 12 months of benefit coverage, available immediately. (January 2019 start date acceptable)

**QUALIFICATIONS:** Master’s degree required, Student Personnel, Higher Education strongly preferred; Counseling, Business, or Related Field considered (with career/student development experience); demonstrated experience in career coaching/academic advising, event programming, and workshop delivery; excellent oral/presentation and written communication skills; one – three years’ experience in higher education or closely-related field preferred; Use of social media as a career development tool helpful. Skilled use in Linked In, Career Shift and other job resources preferred.

**Email resumes and cover letter with the job title as the subject line to:** **RESUMES@LOYNO.EDU**

Loyola University New Orleans is an Affirmative Action/Equal Employment Opportunity Employer.  We particularly encourage applications from women and members of minority groups protected under Title VII of the Civil Rights Act, and persons with physical disabilities.