

Career Advisor - College of Business Career Development Program

Loyola University New Orleans College of Business seeks an entry-level career advisor 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 program recently received a \$60,000 gift that will go towards enhancing our current employer development program and student placement which means lots of opportunities for developing new programs. This position allows for frequent, meaningful interaction with students in workshops and one-on-one settings. It provides an opportunity to work with students from freshmen year through graduation – assisting in their growth and development over four-years. And, you get to do all this in the vibrant city of New Orleans. Our small, picturesque campus is located directly across from Audubon Park – a star feature of the city.

The successful candidate will be responsible for: assisting students in all aspects of career development including career exploration, resume writing, interviewing, networking, etc. Provide daily one-on-one student engagement including freshmen-level academic advising and career development skills. Teach students effective internship and job search skills. Develop and present workshops and materials related to career topics; plan and implement networking events and employer development programs. Work with faculty, staff, alumni, and friends of the College of Business to promote opportunities for students; track and assess Portfolio program outcomes and other duties as assigned.

The College of Business offers seven business majors and has over 400 undergraduates enrolled on campus with additional students pursuing our new online management degree. This position works closely with the Portfolio Director and staff, as well as collaborates 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. Start date between now and June 1, 2019 available).

Qualifications: Master's degree in Student Personnel/Higher Education with experience in career advising strongly preferred. Business or Related Field considered (with career development experience). Demonstrated experience in career coaching, event programming, and workshop delivery; excellent oral/presentation and written communication skills; minimum of one year experience (including graduate assistantships) 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 cover letter and resume 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.