

THE OFFICE OF CAREER SERVICES

NEW POSITION - CAREER READINESS COACH

POSITION SUMMARY:

The Office of Career Services at The University of Tampa has a position available for a Career Readiness Coach. The Career Readiness Coach provides individual/group professional and career coaching on topics including job search strategy, identifying and infusing career readiness skillsets, pursuing experiential educational opportunities and program creation around industry and career field exploration. The position will elevate services targeting job and internship seekers to prepare for full-time employment post-graduation. As a member of the Office of Student Affairs, this position will uphold the values of diversity and inclusion, collaboration, personal responsibility, professionalism, community and citizenship. The work of this position will intentionally align with strategic priorities including the elevation and expansion of job search and experiential education services. This position will initially report to the Director of Career Services.

RESPONSIBILITIES:

1. Conduct individual/group career coaching appointments for upper level undergraduates regarding job-search strategies, career management, and industry trends to facilitate career success.
2. Design and implement programming and events based upon current workforce trends.
3. Develop expanded offering of experiential opportunities including Quality Enhancement Plan (QEP) internships, externships and job shadowing initiatives.
4. Continue and expand employer-integrated programming with employer partners, in collaboration with the Manager of Employer Development to fully realize potential of new multi-purpose room.
5. Support implementation of university-wide Career Readiness Program.
6. Teach CAR 401- Job Search Strategies course.
7. Create student engagement plan to increase participation in professional programming such as workshops, Etiquette Dinner, CAR 401 and newly designed initiatives.
8. Collaborate with academic/non-academic partners to create a culture of Spartan Ready/Career readiness.
9. Assist with development of new job search prep programs including mock interview program and support of academic capstone classes.
10. Support the University's expanded focus on employer engagement, experiential education and career readiness for undergraduate students and recent alumni.
11. Identify long-term programs and strategies to positively impact retention and enrollment efforts with all student populations.
12. Collaborate with Career Services staff on departmental programs and initiatives, providing support in areas including drop-in sessions, delivering workshops and serving in an academic college liaison role.
13. Conduct classroom and student organization presentations to promote programming and skill development to support student's job search strategy.

REQUIREMENTS:

1. Master's degree in Counseling, Student Personnel, Higher Ed. or related area.
2. Minimum of one (1) year related experience as a professional career counselor/coach in an academic setting required.
3. Proven knowledge of career development theories, career counseling skills; Experience utilizing and interpreting MBTI, Strong Interest Inventory, and StrengthsFinder are a plus.
4. High level of customer service; collaboration, exceptional work ethic; attention to detail; organizational, problem-solving, and follow-through ability.

5. Excellent oral and written communication skills; ability to speak effectively before groups
6. Strong skills related to critiquing resume, interviewing, and job search and solid project management skills.
7. Demonstrated experience with career management technology (Handshake, CSO, Focus 2, Quinnia); online career resource tools, BlackBoard, and social media applications.
8. Ability to maintain discretion and confidentiality.
9. Proficient with Microsoft Office products and familiarity with online resume and job listing systems; Strong skills in Excel and database management experience.

Ability to work evenings/weekends as required.

Work Schedule

Monday through Friday, 8:30 a.m. to 5:00 p.m.

Summer - Monday through Thursday, 8:00 a.m. to 5:30 p.m.