

UNIVERSITY OF DALLAS

Career Services Coordinator

Job Number: 10819UD

Date Posted: June 7, 2021

WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the Best Regional Universities (West) and Forbes' Best Value Colleges. We are dedicated and guided by our [Mission](#) and thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

SUMMARY

UD is currently seeking a Career Services Coordinator who will advise a cohort of students on career development subject matter and coordinate work flow and processes related to career services events and advising. In addition, collaborate with the Office of Personal Career Development (OPCD) staff to plan and execute programs that achieve OPCD goals and provide administrative support to OPCD staff.

PRIMARY RESPONSIBILITIES

- Advise one-on-one career counseling sessions, including conducting practice interviews, critiquing resumes, and developing job-search strategies. Document advising sessions and provide follow up.
- Provide support for special initiatives including research, planning, and execution.
- Provide administrative support including event planning, expense reporting, documentation, appointment scheduling, serving as first point of contact for visitors.
- Coordinate event planning with partnering faculty and OPCD staff including logistics, booking venues, catering, technology, speaker gifts and day-of support.
- Execute marketing plan using social media, website updates, original content, and other tools.
- Maintain accurate, real-time progress reports of event planning and costs.
- Triage students and alumni, guiding them to immediately available and current resources and information, and determine the next and best steps to assist them.
- Assist with research of educational outcomes for all undergraduate and graduate students, keeping accurate records.

MINIMUM REQUIREMENTS

- Bachelor's degree.
- One to two years of relevant experience (part-time or full-time, concurrent with earning degree or post-graduate) in career services office or student life office that offers similar services.

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- Understanding of career development theory or willingness to achieve recommended certification within 6 months of hire date.
- Ability to effectively counsel/advise college students in areas of career planning and academic development required.
- Experience managing multiple projects and concurrent priorities.
- Ability to report with precision and timeliness. Demonstrated ability to work within various databases (e.g., Handshake) and to use current technology (Microsoft Excel, etc.) to document outcomes and plan.
- Excellent counseling, communication, presentation, and organizational skills required.
- Experience with utilizing social media tools in a professional environment.

ADDITIONAL INFORMATION

- This position requires some evening work.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; tuition benefits for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.