

Saint Michael's College Job Description

Job Title: Career Education Coach/Alumni Mentor Coordinator

Department: Career Education Center

Supervisor or Manager: Director of Career Education

Date Created: 1.31.2022

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Our Mission: It is the mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Summary:

In support of the College's strategic plan, Forward with Purpose, this position will contribute to the success of all students by expanding career pathways and programs and facilitating alumni/ae connections while assisting students in finding their purpose. This position will collaborate with cross-campus and community partners to create connections that benefit our students and support them in their career endeavors.

This position will combine direct career coaching to a caseload of undergraduate students and alumni, and (in partnership with the Office of Alumni and Family Engagement) will create, implement, and manage a new alumni/student mentorship program. In the role of Career Coach, this position will focus on careers, internships, and graduate school related to the business, accounting, finance, entrepreneurship, and marketing fields. In the role of Alumni Mentor Coordinator, this position will develop an alumni mentorship program that will give students the opportunity to be matched one-on-one with alumni who provide professional expertise and career advice. This position will work closely with the Office of Alumni and Family Engagement to identify and train mentors, match mentors with students, and plan and execute networking opportunities. For both roles within the position, the person must: easily connect with students and alumni; be able to create strong working relationships; be an organized event planner; and be a lifelong learner maintaining their professional development. In addition, this position is also responsible for creating physical and virtual communities that educate our students on trends and issues in their chosen areas, provide knowledge that helps them achieve a competitive edge, and help generate internship and employment opportunities as well as connections with alumni/ae and employers. The successful Coach/Mentor Coordinator sees the value of cultural, ethnic, racial, gender, and other individual differences in people and creates an environment of learning about, valuing, encouraging, and supporting differences.

Major Objectives:

- Gains expertise in careers, internships, and graduate school related to Business, Accounting, Finance, Entrepreneurship & Marketing fields
- Works as an effective Career Coach for a caseload of undergraduate students and alumni
- Coordinates engagement opportunities with employers and graduate programs in the assigned career bundles and builds events and programs to benefit employers and students
- Creates, plans, implements, and facilitates an alumni/student mentorship program that aligns with the College's strategic plan, *Forward with Purpose*
- Actively recruits, trains, and stewards alumni mentors
- Plans and executes mentoring events and engages mentors in student and alumni/ae panels and networking events, virtually and/or in person
- Works to develop relationships with targeted employers based on student interest and need
- Increases internship and employment opportunities by promoting Saint Michael's College and its students to local, regional, and national employers
- Hosts and visits employers, virtually and/or in person, to develop opportunities as needed
- Utilizes SMC Connect technology to promote Career Bundles and connections between students and alumni/ae in assigned industries
- Maintains social media presence as appropriate to promote, engage, and educate students and alumni/ae on relevant opportunities

- Develops and maintains relationships with assigned faculty partners/departments/programs

Essential Duties and Responsibilities:

In Coaching

- Offers career education strategies for Saint Michael's College undergraduate students and alumni/ae in designated areas of expertise
- Coaches, counsels and advises students on issues regarding choosing a major, career development, and graduate school advising as well as development of job search strategies specific and directed to their chosen career path
- Provides expertise in cover letter and résumé development and revision, job and internship search strategies, interviewing proficiency, networking skills and other personal branding
- Utilizes assessment tools such as the CliftonStrengths, TypeFocus and MBTI, as well as self-exploration exercises to assist clients with the career development process
- Leads workshops on topics such as résumé development, interviewing skills, LinkedIn, and the graduate school application process
- At the request of faculty, facilitates in-class (either virtual and/or in person as appropriate) sessions on a wide variety of career-related topics
- Conducts, critiques, and provides feedback for students through practice interviews

In Alumni Engagement:

- Oversees the Alumni Mentoring Program including recruiting and training alumni mentors, outlining student and alumni expectations, and setting program objectives
- Within the Alumni Mentoring Program, creates affinity-based mentoring opportunities for students and alumni based on attributes other than careers. Examples could include: Military service, Volunteer efforts, BIPOC, LGBTQ+, etc.
- Manages assessment of programming including surveying alumni/ae, students, and employers involved in the mentoring program
- Acts as liaison to the Alumni and Family Engagement Office for mentoring

Secondary Responsibilities:

- Maintains a continuous plan for professional development and a commitment to staying current on the latest trends as they relate to assigned industries and career education in general
- Works with graduate students and staff to meet stated objectives
- Prepares and conducts workshops on career-related topics for campus groups (both student and staff)
- Provides information on career education and alumni/ae engagement for Admission events, Institutional Advancement events such as Reunion and Alumni & Family Weekend, and for other offices
- Attends Alumni Board of Directors meetings when appropriate

Positions Supervised:

- Possible on-campus student employees

Major Contacts:

- Current undergraduate students
- Alumni/ae
- Prospective employers and internship hosts
- Career Education Center & Alumni and Family Engagement Office staff
- Faculty and staff of the College
- Families of students and prospective students and their families
- Institutional Advancement staff

Demonstrates Excellence:

- Actively listens and communicates effectively with strong verbal and written communication skills
- Acts as a versatile team player who thrives on student and alumni interaction and excels in relationship-building
- Possesses strong organizational skills with excellent follow-through ability
- Develops solid relationships with prospective employers and internship sites
- Has a rich understanding of the liberal arts and what such an education and institution embodies
- Possesses polished and professional presentation skills as well as an enthusiastic approach to presenting

Education and Work Experience:

- Advanced degree or equivalent combination of education and experience, centered around the disciplines of Career Education, Alumni Engagement, Higher Education

Analytic Skills:

- The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response is required
- Strategic planning skills

Language and Literacy Skills:

- Reads and interprets a wide range of information to small and large groups
- Effectively manages meetings
- Represents the institution to the audience, especially regarding public speaking
- Communicates regularly and effectively with a wide range of groups

Computer/Technology Skills:

- Familiarity with Microsoft Office products
- Familiarity with virtual meeting technology (Zoom, Teams)
- Familiarity with career services technology highly desirable (Handshake)
- Familiarity with platforms related to volunteer management and mentoring highly desirable
- Familiarity with database management highly desirable
- Familiarity with social media and digital marketing desirable
- Familiarity with any design, video, or communications software desirable

Licenses, Certifications and Other Requirements:

- Bachelor's degree required
- Valid driver's license and the ability to pass a driving record check
- MBTI Certification and/or CliftonStrengths Certification highly desirable

Physical Demands:

Work is often performed in a typical office and home office environment requiring:

- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

While performing the duties of Career Education Coach/Alumni Mentor Coordinator, the employee must occasionally lift and/or move up to 10 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:

- Some evening and weekend hours required for specific workshops or events

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.