Position Summary/Purpose: The Career Programs Manager helps current and prospective students connect their purpose, classes, and major to viable and rewarding careers. These goals are accomplished through career advising, innovative program development and implementation, teaching, and outreach strategies. Success is defined by a focus on and progression of students, particularly freshmen and sophomores, through career development activities. Success is also determined through the measurement of learning objectives as a result of classroom instruction and by a measurable increase in student engagement in CDIO from across campus. Primary stakeholders include students, faculty and staff. This position collaborates with Student Engagement, Student Success, Admissions, Marketing, University Ministry, and the Collaboratory.

Essential Responsibilities:

Career Counseling (30%)
- Using a series of advising tools and resources, provides career counseling to individual students or small groups, particularly undeclared/undecided students.
- Provide focused advising and activities for freshmen and sophomores to support campus-wide retention strategies and to assist with early warning systems for students in crisis.

Program Management (30%)
- Develop and facilitate The Career Advantage, an innovative strategy providing structured activities that prepare students for an increasingly competitive workplace.
- Plan and implement mini-programs that address student cohorts by major and career interests.
- Facilitates financial literacy training, with measurable learning objectives.
- Provides training and supervision for student interns.

Instructor (30%)
- Teach no more than two Career Planning courses offered through CDIO, per academic year
- Facilitate workshops and seminars through CDIO’s Jobs on Demand program.

Outreach and Brand Champion (10%)
- Encourage early and sustained engagement of students with CDIO.
- Interact with Faculty as a liaison between CDIO & academic divisions.
- Collaborate with other student engagement departments to produce programs/workshops and other outreach activities.
- Collaborate with recruitment and marketing staff to help promote university.
Essential Qualifications:

- Bachelor’s degree in Higher Education, Business, Psychology, English, Counseling, or related field required. Master’s degree in related field preferred.
- Two to five years of related work experience in Higher Education, Youth Development, Workforce Development, Business, Professional Coaching, or Strategic Operations required.
- Knowledge of career counseling and student development procedures and practices required.
- Possess a clear understanding and personal commitment to North Park University’s mission of Christian higher education as well as a commitment to the University’s Christian, Urban and Intercultural core values.
- Clear ability to work in a diverse environment, embracing differences, and encouraging authentic behavior.
- Excellent customer service, interpersonal, organizational, oral and written communication skills.
- Strong attention to detail, excellent critical thinking, time management skills, work independently and follow-through on assigned tasks.
- Ability to problem-solve, manage conflict, work cooperatively as a team member in a professional manner, and a desire to engage a diverse student body.
- Advanced PC skills in Microsoft Office Suite, Internet applications, social media, and database management software required.
- Bilingual and/or bi-cultural preferred.
- An ability to traverse stairs in and out of building and lift up to 15lbs.

Effective date: February 2016

NOTE: Nothing in this job description restricts the supervisor’s right to assign or reassign duties and responsibilities to this job at any time.