



Position Title: Director and Internship Coach, Career Studio

Status: Full-time/12-month

Department: Career Studio

Reports To: Director of Institutional Effectiveness

Founded in 1887, Alverno College is a four-year, Catholic liberal arts college for undergraduate women sponsored by the School Sisters of St. Francis. The college also offers a robust array of graduate and degree completion programs for women and men. Student learning and personal and professional development are at the central focus of everyone in the Alverno College community. As Wisconsin's first designated Hispanic-Serving Institution, Alverno enrolls a highly diverse student body of virtually every demographic and experience. It is an institution that has revered tradition and encouraged innovation for more than 130 years.

The College is seeking applicants for a full-time Director and Internship Coach to lead Alverno's Career Studio located in Milwaukee, WI. Alverno College health, dental, vision, and disability enrollment is available to full time employees and eligible dependents. Tuition benefits are available for employees and qualified dependents.

Primary Function: The Director and Internship Coach will lead career development initiatives on campus and provide coaching and internship guidance to current students many of whom are first generation. The Director is committed to maintaining a culture of superior service to support a diverse population. S/he consistently monitors, evaluates, and recommends changes for improvement to meet organizational needs and objectives. The Career and Internship Director will help promote a career culture throughout campus. This position involves extensive interface with student groups and organizations, corporate leaders, business owners and professional affinity groups to build mutually beneficial relationships for student career readiness. The position involves teaching and mentoring career courses and might include local and regional travel.

Primary Duties and Responsibilities

Leadership Management of the Career Studio (20%)

- Play a key role in hiring, training, developing and evaluating Career Studio Staff.
- Manage the Career Studio budget to support the department's mission and goals.
- Collaborate with cross-college administrative departments, systems and services on efforts related to student retention and staff development.
- Collaborate with advancement office to identify funding opportunities that support the Career Studio's initiatives and programs. Complete any necessary reporting for grant awards.
- Collaborate with Academic Affairs, Deans, and other academic leaders to identify ways to support students' academic and career goals and to engage in Alverno's innovative ability-based education.
- Collaborate with the Division of Student Development and Success to implement retention initiatives.
- Oversee the analysis of metrics that track progress toward Career Studio and institutional goals, and make adjustments to programs and staffing in response to data. Provide reports and analytics to the Vice President for Academic Affairs and the President upon request.
- Maintain communication with other colleges and professional peers; maintain active membership in professional organizations and regional alliances to remain current in areas of responsibility (NACE, WIPCC, etc.).

Career and Internship Coaching (60%)

- Provide comprehensive, individualized career coaching to current students to help develop effective job search skills, and provide strategies and tools to gain internship opportunities, including guidance with resumes, cover letters, interview and networking skills, and Handshake and LinkedIn profiles.
- Serve as instructor of career focused courses required of undergraduate students.
- Collaborate with faculty to design activities that will help students, who are at-risk of not succeeding in the major, identify alternative career paths and majors.
- Partner with student groups and organizations in relevant career-focused programming and initiatives.
- Monitor credit-bearing internships through documentation and tracking in our student CRM and site visits.



- Provide comprehensive, individualized career coaching to students and alumni at various levels of professional and industry experience, to help them define their short and long-term career objectives, develop effective job search skills, and provide strategies and tools to achieve their career goals.
- Teach via our student CRM, providing detailed notes and information that evaluates risk factors, tracks student success and predicts future performance.
- Escalate students of concern to the Associate Director of Career Development for additional coaching or intervention plans.
- Collaborate with the Career Studio team to recommend students for job openings, and professional development opportunities, and share information about employability.
- Develop user expertise in the utilization of online career development resources: Website, Handshake, LinkedIn, etc.
- Maintain industry knowledge of potential career paths, as well as current recruiting practices.

Other 20%

- Facilitate workshops
- Actively participate in Career Fairs and on and off-campus events.
- As a team member, provide exemplary customer service in student/alumni-centered office operations.
- Research best practices, peer institutions, and market/economic conditions to recommend changes and enhancements to improve career-coaching resources.
- Represent the college and participate in local, regional, and national professional associations and conferences in order to stay current with industry standards and, recruiting trends, share best practices, and increase the collaborative culture, visibility, and reputation of the office.

Qualifications

- Master's Degree in administration, counseling, business administration, communications, leadership, or closely related field.
- Minimum of three (3) years required, five (5) years preferred, of serving in a higher education career development role, employer relations, corporate recruiting, or similar position.
- Experience supervising professional staff.
- Demonstrated strengths in program development and administrative leadership.
- Demonstrated knowledge of and experience with career coaching/advising.
- An understanding of college student development and an inclusive student-centered philosophy of support.
- Experience in fundraising or grant management a plus.
- Requires excellent written and oral communication skills. Ability to communicate with both internal and external constituents in a professional and timely manner.
- Respectful of Alverno College Mission and values, and represents them in a manner that helps build community, collaboration, and the reputation of the institution.
- Valid Drivers' license and willingness to travel within Southeastern Wisconsin.
- Spanish/bilingual skills are strongly preferred.
- Successful candidates will have a demonstrated commitment to promoting diversity, inclusion, and multicultural competence in an educational and work environment and must be willing to contribute to the College's strategic plan of inclusion.

Working Conditions

- General office and campus environment.
- Employer-related visits to sites in Southeastern Wisconsin.

How to Apply

Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>

The position is open until filled, but applications received by August 2, 2024 can be assured full and prompt consideration. Please attach your cover letter and resume to the online application.



Equal Employment Opportunity Policy

Alverno College does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of actual or perceived inclusion in a protected class or group.

Alverno College seeks to comply with all federal, state, and local laws, regulations, and ordinances prohibiting discrimination in private post-secondary education institutions.

This Policy applies to, covers, and requires nondiscrimination in both employment and access to educational opportunities. Therefore, any member of the Alverno community whose acts deny, deprive, unreasonably interfere with, or limit the education or employment, residential, social access, benefits, or opportunities of any member of the Alverno community, guest, or visitor on the basis of that person's actual or perceived protected characteristic(s), is in violation of this Policy.

Alverno will promptly and effectively address any such discrimination of which it has Knowledge or Notice using the resolution processes of the College including the Title IX Grievance Process and the Bias Reporting Process and Procedures.

For the full Non-Discrimination statement or information on Title IX protections, policies, and process please visit: <https://www.alverno.edu/Civility-Sexual-Misconduct-and-Harassment>.

To file a Bias Report for all non-Title IX related complaints and concerns please visit: <https://catalog.alverno.edu/collegepolicies/studentnon-academicpolicies/biasincident/>.