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**Position Title:** Career and Internship Coach  
**Status:** Full-time/12-month  
**Department:** Career Studio  
**Reports To:** Director of Career Services

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 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 Career and Internship Coach located in Milwaukee, WI. Alverno College health, dental, vision, disability, and retirement plan enrollment is available to full time employees and eligible dependents. Tuition benefits are available for employees and qualified dependents.

**Primary Function:**

The Career and Internship Coach will provide career development coaching and internship guidance to current students many of whom are first generation. The Career and Internship Coach 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 Coach 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 local and regional travel.

**Primary Duties and Responsibilities**

**Career and Internship Coaching (80%)**

- 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.



- 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.
- Track outcomes of coaching sessions via our student CRM, providing detailed notes and information that evaluate risk factors, track success and predict future performance.
- Escalate students of concern to the-Director of Career Services for additional coaching or intervention plans.
- Collaborate with the Career Services 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 and timelines as related to specific majors.

#### Other (20%)

- Teach career-related courses.
- 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 university 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**

- Bachelor's Degree required in healthcare administration, business management, human resources, psychology or closely related field. Master's degree in higher education or closely related field preferred.
- A minimum of five years of experience developing relationships with external partners in corporate, nonprofit or higher education environments; experience in healthcare or recruiting strongly preferred. Ability to build and maintain collaborative and cooperative partnerships across many, varied constituents and stakeholders.



- High ethical standards and demonstrated ability to work with diverse populations.
- Experience providing coaching or professional advisement to diverse individuals and/or groups.
- Knowledge of Career Services-specific software, such as Handshake, preferred but not required.
- Self-motivated, takes initiative, and can innovatively solve problems with creativity and diplomacy, making sound judgments while working with various personalities, relationships, and circumstances.
- Process-oriented with strong organizational, attention to detail, and time management skills with proven ability to manage multiple tasks/projects simultaneously and provide deliverables on or before deadline with accuracy.
- A track record of producing measurable results, meeting deadlines, and balancing multiple priorities and constituencies; you are proactive, agile, and flexible with a positive attitude.
- A genuine interest in student and career development, with experience working with candidates/students as well as hiring partners preferred.
- Ability to work successfully as a team member and independently with minimal supervision.
- Strong customer service focus for both internal and external constituents.
- Flexible to work nontraditional work hours on some evenings and weekends.
- Requires excellent written and oral communication skills. Ability to communicate with both internal and external communities professionally and promptly.
- Strong business communication skills including presentation/public speaking skills and report writing. Ability to interact with business and community organizations, keep the information confidential, and represent the College well.
- Must have strong organizational, prioritizing, and problem-solving skills. Requires the ability to coordinate and meet multiple deadlines simultaneously.
- Requires a flexible and collaborative work style and the ability to interact effectively with a variety of audiences internally and externally.
- Respectful of the Alverno College Mission and values, and represent in a manner that helps build community, collaboration, and the reputation of the institution.
- Valid drivers' license and willingness to travel within Southeastern Wisconsin.
- Demonstrated commitment to promoting diversity, inclusion, and multicultural competence in an educational and work environment and must be willing to contribute to the department and college's strategic plan of inclusion.

### **Physical Demands**

While performing the duties of this job the employee is largely sedentary, the ability to move is required. The employee is occasionally required to traverse within their work area as well as other areas on campus to attend meetings/events and access files or information. This role does require occasional carrying/lifting for event materials (carts are available to assist).



### **Work Environment**

This job operates in a professional office environment.

### **Required Credentials**

- Completion of coaching course as a prerequisite to coaching certification.
- Coaching certification or obtain within first 12 months of position.
- Certified in Strong Interests Inventory within the first 12 months of position.
- Certified in Myers Briggs Type Indicator or obtain within the agreed-upon timeline.
- Maintain knowledge and credentialing as appropriate for professional practice with participation in continuing education.

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.

### **How to Apply**

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

Please attach your cover letter and resume to the online application.

*Alverno College is an Equal Opportunity Employer and committed to workplace diversity*