

Duke University
Division of Student Affairs
Exempt Position Description

Official Job Title:	Career Specialist, Student Affairs / Career Center
Working Title:	Career Adviser, Duke Career Center
Job Code/Level/Family:	1061 / 10 / 33
Department:	University Career Center
Supervisor:	Assistant Director, Career Services
Position Status:	Regular, Full Time, Exempt position
Staff Supervision:	None
Schedule Note:	Some evening and weekend work may be required to oversee student events and activities, along with travel for conferences and relationship development.

Scope of Responsibilities:

The Career Specialist (Career Adviser), under the supervision of a Senior Career Specialist/Assistant Director) in the Career Center will educate and advise domestic and international undergraduate/graduate students and alumni regarding a variety of career and professional development and internship/job search concerns. This position will advise students across all disciplines and is uniquely responsible for developing expertise in specific career community/industry areas. Career Specialist will create/curate content and develop and deliver programs related to a specific career community they will manage. (Available communities: Discovery & Exploration)

Duties: %

Coaching and Advising (35%)

- Advise/Coach students and alumni in defining their educational and vocational goals and to develop career plans designed to progress towards those goals.
- Provide guidance to undergraduate students, graduate students, and alumni on topics including self-awareness, options knowledge, decision making, job/internship strategy, interview preparation, networking, and application material preparation.

Educational Content & Resource Development (25%)

- Create, edit, and share content (written, video, etc) and resources that can be used across our platforms that builds meaningful connections and encourages students and campus partners to act and enhances our Career Everywhere philosophy.

Programs & Major Events (20%)

- Plan, coordinate or participate in programs to enable University students to explore career readiness.

Communications & Outreach (10%)

- Implement communications and outreach plans for assigned career community and/or programs as needed.

Assessment & Reporting (5%)

- Assist in the preparation of reports and analyses setting forth progress, adverse trends and appropriate recommendations or conclusions.

Other Duties (5%)

- Perform other related duties incidental to the work described herein.

General Qualifications:**Education / Training**

Work requires communications, analytical and organizational skills acquired through completion of a bachelor's degree program.

Experience

Work requires one year of experience in career development or other student services function to become familiar with career advising/development

Additional Job-Specific Skills and Competencies:

- Experience and a commitment to working with and supporting students representing diverse identities. Duke University has a culture of inclusion, and our students include individuals from a broad range of backgrounds, cultures, identities and experience.
- Ability to think creatively about the professional development and educational experience of students and pilot creative approaches that serve constituents any time, any place, creating an effective on-demand experience

- Experience with career services platforms and/or familiarity with campus recruiting software, i.e. Handshake, Big Interview, uConnect, Interstride, etc. individuals from a broad range of backgrounds, cultures, identities and experience.
- Capacity to balance multiple and varied tasks, meet deadlines, and use well-developed time management and organizational skills.
- Discretion when accessing and handling confidential information.
- Proficiency in Microsoft Word, Excel, PowerPoint and Outlook and ability to learn new technologies.
- Some evening and weekend work may be required to oversee student events and activities, along with travel for conferences and relationship development.