

## Part-Time Career Coach- Vandiver Center for Career Development

---

**Summary:** Queens University of Charlotte seeks an experienced part-time Career Coach to support its university-wide career development office. Reporting to the Assistant Director of Internship Programs in the Vandiver Center for Career Development (VCCD), the Career Coach provides professional guidance to students and alumni from various majors and programs. The Career Coach will work 15 hours a week.

### Essential Duties and Responsibilities include:

- Provide career coaching to students and alumni in areas such as resume and cover letter writing, interview practice, job search strategy, and career and graduate school exploration.
- Guide students to appropriate resources and employment opportunities.
- Perform other duties as assigned by the Assistant Director of Internship Programs.

### Non-essential Duties

- Other duties as assigned to meet university and department goals.

### Experience, Knowledge and Skills Required

- At least 2 years of direct experience in professional mentorship, career services/coaching, recruiting or related field.
- Excellent interpersonal, oral and written communication skills.
- Proven ability to work productively with a diverse population.
- Knowledge of and desire to stay abreast of diverse career paths and industry trends.
- Strong computer skills, including Microsoft Office 2019.
- Ability to work well individually and in team settings.
- Ability to interact well with students, faculty, parents, staff, administrators, and in public settings.
- Ability to exercise sound judgment in unusual/new situations.
- Exceptional organizational skills and the ability to multitask efficiently.
- Certifications in career and psychometric assessments preferred.
- Bachelor's degree preferred or the equivalent in experience and education; Master's degree in a related field a plus.

### Work Conditions

- Work in office environments, involving contact with students, faculty, staff, service providers and vendors.
- Work has deadlines, interruptions, and may be stressful at times.

## Application Process

Qualified candidates should submit the following via email to [hr@queens.edu](mailto:hr@queens.edu) in (.doc) or (.pdf) format. Incomplete submissions will not be considered.

1. a **cover letter** addressing the position qualifications and your experience
2. current **résumé**
3. **salary requirements**
4. contact information for three professional **references**.

Be sure to include "CC-VCCD" and YOUR NAME in your email Subject Line.

(Example: CC-VCCD Shawn Mullin)

**Applications received by November 15, 2020** will receive first consideration. Queens will continue to accept applications until the position is filled.

### **Physical Requirements** (*with or without reasonable accommodation*)

- *Visual Abilities:* Read reports, create presentations, and use a computer system.
- *Hearing:* Hear well enough to communicate with co-workers, vendors, and students.
- *Dexterity, Grasping, Feeling:* Write, type, and use the telephone, copier, and computer systems.
- *Mobility:* Open files and operate office machines; move between departments and attend meetings across campus.
- *Talking:* Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly.
- *Lifting, Pulling, Pushing:* Exert up to 20 pounds of force occasionally, and/or up to 15 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

### **About Queens University of Charlotte**

Located in the heart of the nation's second fastest growing metropolitan area, Queens University of Charlotte leverages the city's diverse and thriving environment as an extended classroom. Nationally recognized for undergraduate programs in international and interdisciplinary education, Queens blends the best of liberal arts learning with professional preparation and community engagement. Focused on supporting success for diverse learners, faculty build close and collaborative relationships with students and help them build intentional and individualized roadmaps for flourishing at Queens and beyond. At the graduate program level, the University offers innovative educational experiences that help learners advance professionally and retool for new opportunities. Our environs afford faculty myriad opportunities to advance their own professional growth and teaching and research interests by collaborating with vibrant industry, non-profit, and community organization sectors.

### **Benefits**

Queens offers some benefits to part-time employees, including ability to contribute to the university's supplemental retirement plan (403(b)). In addition, employees may choose benefits such as pet insurance, critical care insurance and legal assistance.

Queens University of Charlotte is an equal opportunity employer and is firmly committed to supporting and celebrating all forms of diversity. Queens does not discriminate on the basis of race, color, gender, sex (including pregnancy, child birth and conditions related to pregnancy or child birth), sexual orientation, gender identity or expression, religion, age, national origin, disability, political beliefs, veteran status, genetic information or any characteristic protected by law in the administration of its educational and admissions policies, scholarship and loan programs, athletic programs, employment and hiring policies, or other University-administered programs.

Any individual with a disability who needs any reasonable accommodation under the Americans with Disabilities Act to apply for a position or otherwise to participate in Queens' job search/selection process should contact the Director of Human Resources at 704.337.2222.

*This description is not intended to be an all-inclusive list of the duties and responsibilities of this positions, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended to describe the general nature of this position.*