CAREER DEVELOPMENT PROGRAM COORDINATOR

Department: Student Engagement

Reports To: Director of Student Success

Position Summary/Purpose: The Career Development Program Coordinator assists current NPU students connect their purpose, classes and major to career opportunities. These goals are accomplished through career advising, educational programming, internship placement and career exploration. In coordination with the Assistant Director of Student Success: Career & Internships and the Director of Student Success the Program Coordinator will develop outreach strategies to increase career-based learning opportunities for North Park University students. Primary stakeholders include students, faculty, staff and community partners. This position collaborates with Student Engagement, Student Success, Admissions, Marketing, Diversity and Intercultural Life and University Ministry.

Essential Responsibilities:
Operational Support
- Provide support for career development programs and events
- Provide excellent student-centered, customer service

Outreach
- Encourage early and sustained engagement of students with CDIO.
- Collaborate with other student engagement departments to produce programs/workshops and other outreach activities.

Internships
- Process internship documents via career hub with approved students
- Communicate with CDIO program assistants regarding scheduling and student appointments
- Using a series of advising tools and resources, provides career counseling to North Park University students in both individual and small group format.
Essential Qualifications:
- Bachelor’s degree in Higher Education, Business, Psychology, English, Counseling, or related field required.
- Two or more years of related work experience in Higher Education, Youth Development, Workforce Development, Business, Professional Coaching, or Strategic Operations 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.

Effective Date: February 2020

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