Job postings
NACElink Network
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Please Note: On-Grounds Interviewing (OGI) positions should be entered in the On-Grounds Interviewing (OGI) section.

Position Information

<table>
<thead>
<tr>
<th>Annually</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recurring Job:</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Desired Start Date:</th>
<th>August 25, 2015</th>
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</thead>
<tbody>
<tr>
<td>Job Function:</td>
<td>Other</td>
</tr>
<tr>
<td>Industry:</td>
<td>Other</td>
</tr>
<tr>
<td>ID:</td>
<td>62178</td>
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<tr>
<td>Position Type:</td>
<td>Work Study (students must qualify for Federal Work Study Award)</td>
</tr>
<tr>
<td>Title:</td>
<td>Program Coordinator (Graduate Students)</td>
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</tbody>
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Job Description: The mission of University Career Services (herein UCS) is to foster career development that educates, inspires confidence, and empowers students to launch professionally, fulfilling lives. This position will serve on the Career Counseling, Advising & Communities Team.

The Program Coordinator will support the development of six distinct Career Communities at U.Va. that connect students to industry-focused advising, jobs/internships, and networks to further their career development. The Program Coordinator will support the Associate Director for Career Communities by helping to organize student programs, panels, student trips, and/or workshops, creating and maintaining online and print resources, and sending communication to students, employers, alumni, and staff. In addition, this individual will participate in meetings and events related to the Career Communities, contribute ideas, and help to create a foundation for this exciting new initiative.

Perks of working at UCS: Access to an entire team of career counselors and other higher education professionals within Student Affairs, frequent celebrations, and lots of catered lunches!

Duties may include:

• Organizing marketing, space reservations, and staffing of programs and events.
• Contacting alumni and employers to promote or enlist participation in programs.
• Creating and maintaining a program calendar and collecting relevant data after events.
• Developing processes and procedures for managing career resources, contacts, and other data within a cloud-based system.
• Compiling weekly e-newsletters.
• Researching industry-specific internships/jobs, grants/funding, classes, and volunteer opportunities for inclusion in print resources and on the web.
• Helping to inventory and refocus the UCS Career Resource Library by Career Community areas.
• Attending and recording minutes for relevant meetings.
• Collaborating with undergraduate student staff to complete general administrative tasks.
• Representing UCS at occasional programs including summer orientation, recruitment events, open houses, career fairs, and welcome receptions.

The University of Virginia is an equal opportunity and affirmative action employer. Women, minorities, veterans, and persons with disabilities are encouraged to apply.

Default email address for resumes: anw5r@virginia.edu

How to Apply: Please email cover letter and resume to:

Ms. Kate Melton
Associate Director for Career Communities
University Career Services (UCS)
skm3f@virginia.edu

Materials will be accepted through Friday, August 14, 2015. Top candidates will be contacted no later than Friday, August 21, 2015 in order to schedule on-site interviews.

Resume Receipt: E-mail, Other (enter below)

Additional Documents: Cover Letter

Posting Date: April 8, 2015
Expiration Date: August 14, 2015

Qualifications: ***MUST QUALIFY FOR FEDERAL WORK STUDY TO BE PAID - Please contact Student Financial Services at 434-982-6000 or http://www.virginia.edu/financialaid/workstudy.php to inquire about eligibility. (Volunteer options may be available to excellent candidates who do not qualify for federal work study)***

THIS OPPORTUNITY IS FOR GRADUATE STUDENTS WHO CAN WORK UP TO 20 HOURS PER WEEK WITH A FLEXIBLE WORK SCHEDULE.

Preferred Qualifications:
  o Previous experience developing programs for college students,
  o Interest in student affairs or higher education,
  o Outstanding organizational skills,
  o Excellent written communication skills and editing ability,
  o Formatting, layout, or graphic design ability,
  o Basic knowledge of web design,
  o Ability to research topics quickly and deliver quality results.

Salary Level: Commensurate with the Federal Work Study Pay Plan for Graduate Students

Is this position paid?: Yes

Location: Nation Wide
No
City
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