

**SUNY New Paltz Vacancy**  
**Senior Career Specialist for the School of Education**

**External Posting (Professional)**

Applications are invited for consideration for appointment to the following position:

**Department:** Career Resource Center

**Budget Title:** Senior Career Planning and Development Associate

**Local Title:** Senior Career Specialist School of Education

**Posting Date:** TBD

**Classification:** Professional Faculty

**Duties:**

The Career Specialist will be required to work effectively with students and alumni from diverse communities and cultures to address a broad range of career-related needs. This includes, but is not limited to, coaching/advising students on career exploration and planning, resume and cover letter development, job/internship search, networking with employers and alumni, interview preparation, and the graduate school application process. While this person will need to assist students from all majors, their primary focus will be working with students and alumni from the School of Education.

This position can be a 10 or 11-month position depending on the selected candidates availability and/or preference.

- Provide individual career coaching/advising to students and alumni both in-person and virtually
- Create and open a collaborative relationship with faculty in the School of Education to present workshops, develop career-related programs, and share employment opportunities
- Attend the monthly School of Education meeting with the Dean and department chairs
- Establish and maintain a database of school districts for Teacher Recruitment Day and education-related job postings
- Establish alumni contacts and involve them in career activities/programs (e.g., job fairs, networking events, panel discussions)
- Plan and present career-related events (e.g., Teacher Recruitment Day, alumni panels)
- Assist with Career Resource Center programs (e.g., career fairs and networking events), and represent the Career Resource Center at University-wide events (e.g., Admission's open houses)
- Promote and teach students how to identify and secure internships; advise students about the process for receiving credit as needed
- Participate in Student Affairs and/or University-wide committees and task forces
- Remain current with market/employment trends related to education majors
- Potential for supervising graduate and/or undergraduate interns

**Qualifications:**

Required:

- Bachelor's degree required; master's degree preferred in Social Sciences, Higher Education, Student Personnel, Counseling, or related field
- Two or more years of progressively responsible experience in career services or higher education setting that involves working directly with students and/or adults
- The ability to promote and work in an inclusive and diverse environment

- Willingness to occasionally work outside of core business hours (e.g., evenings and weekends)
- Proficient in Microsoft Office (Word, PowerPoint, and Excel) and Google Docs
- Familiarity with and demonstrated ability to interface with database systems, survey software (e.g., Qualtrics, Wufoo), and live streaming platforms (e.g., WebEx, Zoom, Google Meet)

**Preferred:**

- Familiarity with career and student development theory and strategies
- Event planning experience
- Demonstrated ability to develop and maintain collaborative efforts with co-workers and members of other departments
- Familiar with career-specific software such as Handshake, Big Interview, and CareerShift
- Proficiency with social media, and familiar with live streaming/video capturing platforms
- Familiarity with career assessments such as Strong Interest Inventory, Myers-Briggs Type Indicator, Clifton Strengths, and O\*Net resources
- Familiar with constructing and assessing student learning outcomes

**Contact Information:** Electronic submissions required. Candidates will be required to submit a cover letter, resume, and contact information for three professional references.

**Please apply by visiting** <https://jobs.newpaltz.edu/>.

Individuals with disabilities who need assistance with the application process should call (845) 257-3675.

**Deadline:** Applications will be accepted until the position is filled. (Priority date Friday, March 11, 2022)

**Other important information about this vacancy:** This position offers full NYS benefits, which are among the most comprehensive in the nation.

Recognized regionally for the strength of its academic programs, New Paltz is a highly-selective public college with about 8000 students. It is located on a beautiful campus 75 miles north of New York City in a picturesque area at the foothills of the Catskill Mountains with easy access to the City and nearby cultural and recreational amenities.

New Paltz recognizes the unique skills, perspective, talents and passion that each employee contributes to its learning community. To work here is to accept an invitation to participate in the growth and development of all campus members--students, faculty and staff. The College's commitment to inclusive excellence is an important part of our mission of public education and our culture. New Paltz continues to work on building a community that supports freedom, mutual respect, and civility. We seek others who support these values of diversity and inclusiveness and candidates of all diverse backgrounds who wish to participate in our cultural aspirations are welcome and encouraged to apply.

The State University of New York at New Paltz is an AA/EOE/ADA employer.

Federal law and regulations require notice to all prospective employees regarding crimes that have occurred on campus in the current three year period. Please refer to the University Police Web site for the complete Annual Security Report ("Clery Report") at <https://www.newpaltz.edu/firesafety/safetyreport.html>.