

Duke University School of Nursing

Job Description

HR Title: Career Specialist, Senior

Working Title: Senior Coordinator, Career Services & Student Organizations

Job Code: 2388

Job Level: 14

Updated: 8/2023

General Purpose:

The Career Specialist, Senior is responsible for a broad range of activities that support career services, student organizations, the Student Success Center, and culture for Duke University School of Nursing students. The Career Specialist, Senior must have the ability to work and communicate well with students, faculty, SON administrators and University offices. This is a full-time position reporting to the Director of the Student Success Center.

Supervisor

This position reports to the Director of Student Success Center.

Essential Duties

Career Services- 90%

- Responsible for implementation and coordination of career services to DUSON students and alumni
- Responsible for the annual virtual and on-campus School of Nursing Career Fairs, including but not limited to the planning, coordination, promotion, and evaluation of the event.
- Responsible for planning, coordinating, and evaluating the annual on- campus and virtual School of Nursing Career Fairs.
- Manage the on-line Career Resource page on the School of Nursing website.
- Ensure that students have access to current information about current and future job openings on Handshake career management system. Ensure the future employers are able to submit job announcements electronically.
- Establish and maintain liaison with representatives of organizations, agencies and schools to promote recruiting visits and to expand and promote employment opportunities, discuss personnel needs and career opportunities with employer representatives, develop contacts in new areas as appropriate to meet student needs.

- Provide career coaching to current students and alumni to assist them in establishing career plans and objectives, help with preparing cover letters and resumes, mock interviewing, job search techniques, and career assessments.
- Work closely with NFLP recipient graduates to insure they are hired into full-time nursing faculty roles.
- Plan, coordinate, promote, and facilitate professional development workshops on topics such as cover letter and resume writing, job searching, salary negotiation, interview preparation, and professional branding.
- Provide support for current nursing students interested in graduate and professional schools.
- Collect and evaluate data on graduate outcomes and career placement.

Student Organizations- 10%

- Manage the Student Organizations Handbook and updated list of student organizations for internal communication and School of Nursing website.
- Responsible for coordination of Student Organizations and Faculty Advisors annual training.
- Work closely with UCEA (University Center Activities and Events) to ensure that all recognized DUSON Student Organizations have an established relationship with their office.

Requirements

Education/Training

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

Experience

Work requires one year of experience in a placement or other student services function to gain considerable knowledge of career counseling and placement programs.

Or an equivalent combination of relevant education and/or experience