

Career Coach, Business, Finance and Technology

Summary: Queens University of Charlotte seeks an experienced Career Coach for Business, Finance and Technology to support a growing university-wide career development office. Reporting to the Assistant Director of Internship Programs, the Career Coach provides industry-specific career development support to students and alumni. With guidance from the Assistant Director of Internship Programs, the Career Coach is responsible for assisting in developing, implementing, and evaluating a comprehensive career development program to meet the needs of students and alumni pursuing a career in business, Finance and technology. *This full-time, benefits-eligible position is exempt from provisions of the Fair Labor Standards Act (FLSA) and is not eligible to earn overtime pay for hours worked above 40 in a single work week.*

Essential Duties and Responsibilities

- Provide industry and career specific support through career coaching, mock interviews, resume and cover letter review, graduate school application support, career planning, professional brand management and related programming.
- Administer career assessments and provide appropriate guidance based on results.
- Stay abreast of industry and career trends to provide specific guidance to students and alumni.
- Work with employer relations team to understand career opportunities and assist with talent pipeline.
- Perform other duties as assigned by the Assistant Director of Internship Programs.

Experience, Knowledge and Skills Required

- 1-2+ years of experience in a career coaching, higher education and/or business, Finance and technology setting.
- Exceptional listening skills and proven ability to ask meaningful questions that lead insight and action.
- Computer proficiency, particularly in MS Office suite; ability to quickly learn and assimilate new systems and information.
- Ability to work effectively individually and in team settings.
- Ability to exercise sound judgment in unusual/new situations.
- Proven ability to work productively with a diverse population.
- Excellent interpersonal skills and the ability to quickly establish rapport; strong oral and written communication skills.
- Excellent organization and follow-up / follow-through skills to ensure completion of responsibilities within established timeframes.
- Excellent attention to detail and accuracy.
- Ability to interact well with students, external stakeholders, faculty, parents, staff, administrators, and in public settings.
- Bachelor's degree or equivalent combination of education and experience.

Preferred Experience, Knowledge, and Skills

- Career assessment certification a plus.
- Career experience in business, Finance and/or technology.

- Knowledge of career development theories and practices, career navigation strategies and resources, and industry insight a plus.
- Knowledge of Handshake or other job board platforms a plus.
- Knowledge of FERPA.
- Master's degree or equivalent experience.

Application Process

Qualified candidates should submit the documents listed below via email to **hr@queens.edu** in (.doc) or (.pdf) format. Incomplete applications will not be considered.

- A cover letter addressing the position qualifications and experience
- Current CV or résumé
- Salary requirements
- Contact information for three professional references.

Be sure to include **"VCCD-CCBFT"** and **YOUR NAME** in your email Subject Line.
(**Example:** VCCD-CCBFT Shawn Mullin)

Submissions received by November 5, 2021 will receive first consideration. Queens will continue to accept applications until the position is filled.

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.

Because of our history of innovation and our legacy of strong leadership, **Queens is positioned to be among the new forerunners of American higher education.** This is a defining moment for Queens. While other institutions are focused on sustaining and surviving, we are thinking much bigger. Institutions that understand what is needed and are willing to reimagine what is possible can position themselves to thrive and strengthen their market position after the pandemic with innovative approaches that are deeply connected to the world and its greatest challenges.

By 2030, **Queens aspires to become the leading, private, national university of Charlotte** with deep, meaningful, and reciprocal connections to the needs of our local community and economy; inventive and multidisciplinary academic programs that are connected to the world's most pressing challenges and biggest areas of opportunity; a fully connected, integrated, and innovative set of experiences that support holistic wellness and wellbeing; a culture of continuous improvement and investment that enables faculty and staff to flourish and

achieve their full potential; and a comprehensive approach to diversity, equity, and inclusion that begins on campus and radiates throughout the community.

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. Queens is an equal opportunity employer and diverse candidates are encouraged to apply.

Benefits

Queens offers comprehensive benefits to eligible employees, including: medical, dental and vision insurance, domestic partner benefits, defined contribution (matching) and supplemental 403(b) retirement plans, vacation and generous paid holidays, tuition remission and tuition exchange, Queens-paid life insurance, supplemental life insurance, dependent life insurance, accidental death and dismemberment insurance, flexible spending accounts (medical, dependent care, Health Savings Account), sick leave and long-term disability leave, paid parental leave, FMLA leave when eligible, reduced cost meals at Morrison Dining Hall, employee assistance program (EAP), free access to the Levine Center, wellness programs. In addition, employees may choose benefits such as pet insurance, critical care insurance and legal assistance.

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 25 pounds for force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Cognitive/Emotional: Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions.

Work Conditions

- Must be willing and able to occasionally work a flexible schedule (e.g., evenings and/or weekends) to meet requirements of the position.
- Work in office and conference environments, involving contact with students, faculty, staff, community members, service providers, and vendors.
- Work has deadlines, interruptions, high volume and may be stressful at times.

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.

QUEENS UNIVERSITY
of
CHARLOTTE