

CAREER DEVELOPMENT ASSOCIATE (PART-TIME)

Reports to: Career Development & Internship Coordinator

Position Summary/Purpose: The part-time Career Development Associate position supports the critical student-centered services such as resume development, event planning and administrative functions for our office. This position serves as a first point of contact for students, faculty, staff, employers and visitors. Responsible for performing a variety of clerical duties such as organizing career data, extracting and compiling data and records, responding to inquiries concerning Career Development, resolving problems, filing and inputting data and producing forms, letters, record entries, job and internship posters and other material as required. The position works closely with the Career Development & Internship Coordinator to prepare for employer visits and Career Development events.

Essential Responsibilities:

- Provide operational support for a robust schedule of career development programs and events
- Write, edit and review resumes and cover letters
- Administer on-line career assessments and inventories
- Provide excellent customer service to internal and external clients and customers to identify their needs, provide information or assistance, resolve their problems and/or satisfy their expectations by providing quality services
- Communicate with constituents through the use of e-mail and telephone
- Adept at Microsoft Office Suite and software in order to produce written correspondence, create and maintain spreadsheets and databases and produce marketing materials
- Support and manage Career Development web page and social media presence; including employment opportunity database
- Excellent written and oral communication skills
- Attention to detail, ability to multitask, and focus on task at hand
- Other duties as assigned

Essential Qualifications:

- Bachelor's degree in related field
- Possess a clear understanding and personal commitment to North Park University's mission of Christian higher education
- Personal commitment to North Park University's Christian, Urban and Multicultural core values
- Excellent customer service, interpersonal, organizational, oral and written communication skills
- Strong attention to detail, excellent critical thinking and time management skills
- Ability to problem-solve, make decisions, and manage conflict
- Ability to organize activities and coordinate groups of people
- Ability to work cooperatively as member of a team and in a professional manner
- Ability to work independently and follow-through on assigned tasks
- Desire to meet, relate to and work with a diverse student population
- PC skills in Microsoft Office Suite, Internet applications, and database management software
- An ability to traverse stairs in and out of building and lift up to 15lbs

Effective date: July 2012

NOTE: Nothing in this job description restricts the supervisor's right to assign or reassign duties.