

## Career Pathway & Internship Coordinator

North Central State College is accepting applications for a full-time Career Pathway & Internship Coordinator.

*Essential duties/responsibilities include but are not limited to the following:*

### Career Advising/Student Engagement

- Assist prospective students in determining career goals and exploration of career fields and pathways
- Guide current students through self-assessments, goal setting and career research that leads to creation of career plans in conjunction with their academic plans
- Administer and interpret career assessments and interest inventories, assisting students in using resources and tools to explore and define career pathways
- Provide career education, resources, and tools to students in individual and group sessions through drop-in hours and scheduled appointments, either in-person or in a virtual format
- Advise students on various aspects of entering the world of work
- Collaborate with first year experience faculty to develop career assignments and course modules
- Participate in College Student Inventory (CSI) advising related to career awareness and closure
- Work closely with admission staff, advisors, and first-year experience faculty to ensure students have early exposure to and make meaningful connections with career development resources and tools
- Monitor and manage referrals to the career office and provide timely and appropriate follow-up to students
- Provide and participate in advisor and career development cross-training activities
- Create career exploration and career decision resources for both print and electronic distribution
- Oversee career services platforms and ensure that they are properly utilized by students
- Perform other duties as assigned

### Internship Coordination

- Serve as a point of contact for students and employer inquiries and concerns, assisting with the customer service process, placement, facilitation, and evaluation
- Provide ongoing assistance and support to students during the internship process to ensure a successful experience
- Provide administrative support for generating and maintaining internship positions that will create success for both the employer and the student
- Assess the needs of varied academic programs to understand opportunities for internship experiences
- Arrange and conduct ongoing employer and student evaluations to insure and assess the value of each internship experience and how it might be improved
- Provide students with career coaching and workshop/classroom instruction, in order to be well prepared to serve as interns or employees
- Develop campus resources for the internship program and ensure availability to students, faculty, and employer partners
- Provide ongoing coaching for businesses on how to have a successful internship experience
- Devise and conduct employer and student outreach and recruiting efforts, increasing the number of and access to internship opportunities for all students
- Work with faculty and staff, as well as campus departments, to leverage relationships and conduct outreach efforts to match students and internship opportunities
- Strive to increase diversity and inclusion of students engaged in internship experiences
- Perform other duties as assigned

### Job Search Assistance/Employer Engagement

- Provide resume and job seeking skills training (group presentations & individual appointments).
- Create job preparation resource guides/student information
- Collaborate with Financial Aid office to promote federal work-study and campus employment opportunities
- Meet and interact with employers to coordinate internship and job placement opportunities
- Provide employment and job market statistics to prospective and current students
- Network with area employers to determine current and future hiring needs
- Facilitate the use of career services platforms (College Central Network) in posting positions and internship opportunities by employers; Provide training and technical support to employers
- Develop, establish, and maintain relationships with representatives of prospective and current employers in order to expand experiential learning opportunities and other professional opportunities
- Administer Employer Surveys and provide follow-up based on needs, feedback, etc.
- Assist in the planning and implementation of numerous employer engagement events throughout the year
- Serve on academic advisory boards and other committees as appropriate to communicate current and future hiring needs of employers (with supervisor approval)
- Perform other duties as assigned

### Outreach & Event Management

- Develop a comprehensive marketing and outreach strategy aimed at both employers and students
- Collaborate with faculty, staff, and employers to coordinate major-specific outreach, customized classroom presentations and industry-specific visits
- Collaborate with career coaches at local k-12 partner schools to plan and organize activities and events
- Partner with the College's Foundation office to facilitate alumni outreach and engagement
- Plan and organize events designed to connect students and employers (job & internship fairs, employer panels, etc.)
- Develop workshops and events related to career readiness and employment/soft skills
- Maintain career development office webpage in order to maximize outreach and promote events
- Ensure active presence on relevant social media platforms
- Develop collaborative partnerships with internal and external stakeholders for programming, services, and initiatives related to career development and student success
- Perform other duties as assigned

### Reporting & Data Management

- Track and monitor all career and internship services; Generate monthly reports and data for Departmental Review
- Administer and report annual Graduate Survey results providing analysis on trends, etc.
- Follow up with students, employers, and alumni and prepare employment related reports
- Maintain, monitor and update data within career services management systems (College Central Network, FOCUS 2, Career Coach); Track employer contacts to facilitate record keeping, goal setting, and follow-up activities
- Assist Director with establishing and maintaining data-informed Key Performance Indicators (KPIs) and goals that align with college priorities and plans that lead to measurable and positive outcomes for students

- Perform other duties as assigned

**Department Support**

- Promote career planning and internship opportunities as integral to the College mission and strategic goals
- Participate in professional development workshops and conferences and training in order to keep current with College policies, procedures, and career development and internship best practices
- Utilize current research, data, and student survey results to enhance department services and to adjust to changing campus and community needs
- Assist Director with managing fiscal resources in order to support departmental goals
- Attend department, division, and College meetings as needed
- Perform other duties as assigned

**Qualifications:**

**Education:** Bachelor's degree in Counseling, Education, Psychology, Business, Communications, or related field; Master's degree in Student Affairs/Higher Education, School Counseling; Career Coaching certification preferred

**Experience:** Two (2) years' experience in any of the following: customer service, human resources, career exploration/development, academic/career advising, project management, employer relations/staffing or other related fields that involve extensive public contact; two (2) years' experience in career services or other student service areas at the college/university level preferred

Please express your interest in this position by submitting a letter of application and résumé to:

[www.ncstatecollege.edu](http://www.ncstatecollege.edu), Click on *Jobs* then [jobs@ncstatecollege.edu](mailto:jobs@ncstatecollege.edu)  
or send to

**NORTH CENTRAL STATE COLLEGE**  
Attention: Human Resources  
2441 Kenwood Circle, Mansfield, OH 44906

Resumes will be reviewed beginning 8/31/23 and until filled.

*North Central State College is an Equal Employment Opportunity institution. We value campus diversity and demonstrate this in campus initiatives. We particularly encourage members of historically under-represented groups to apply.*