

Graduate Student Success Career Coach
University of California Riverside

Direct Link: <https://www.AcademicKeys.com/r?job=249374>

Downloaded On: Dec. 26, 2024 6:52am

Posted Nov. 21, 2024, set to expire Mar. 20, 2025

Job Title	Graduate Student Success Career Coach
Department	School of Business Admin Ops
Institution	University of California Riverside Riverside, California
Date Posted	Nov. 21, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coach Other Administrative Categories
Academic Field(s)	Student Affairs Graduate Education Academic Advising
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Job Description

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Graduate Student Success Career Coach

Job ID:

Location: Main Campus - UCR

Schedule: 8AM - 5PM

Category: Student Affairs and Advising

Salary:

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\$61,000 - \$106,800

Full/Part Time: Full-time(100%)

Organization: School of Business

Department: School of Business Admin Ops

Application Deadline: Open Until Filled

Position Information:

Staff the Graduate Student Success unit with the caliber of career coaching for graduate business students for parity of service and support as provided by all of the other UC graduate business schools, which will positively improve the school's employment outcomes post-graduation, key indices to attract incoming applicants.

The full salary range for the Graduate Student Success Career Coach is \$61,000 - \$106,800 annually. We base salary offers on a variety of considerations, such as education, licensure and certifications, experience, and other business and organizational needs.

Applicants must have current work authorization when accepting a UCR staff position. Currently, we are unable to sponsor or take over sponsorship of an employment Visa for staff.

As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government directives may impose additional requirements.

Requirements:

Educational Requirements

- Bachelor's degree in related area and/or equivalent experience/training.
- Required
- Advanced degree in related area.
- Preferred
- MBA preferred.

Experience Requirements

- 4 - 7 years of related experience.

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Minimum Requirements

- Strong knowledge of career development theories, adult development theory, counseling process, career coaching techniques, career decision making, learning styles, and job search techniques.
- Thorough knowledge of needs assessment theory, processes, and practice; workshop and program design.
- Ability to design and modify computer applications to meet program needs, problem identification, presentation skills, verbal communication, written communication, and organization skills.

Ability to work with people from diverse cultures.

Preferred Qualifications

- Knowledge of UC programs, career services, employer, alumni, and faculty needs and expectations, recruiting and staffing methods, and employment trends.
- Industry professional knowledgeable/experienced with university early career recruiting strategies and programming.
- Business professional who has knowledge, skill or experience with career or job search coaching.
- Business professional with experience in talent acquisition.

Experienced career coach who advises international students.

Additional Information:

Additional Information In the Heart of Inland Southern California, UC Riverside is located on nearly 1,200 acres near Box Springs Mountain in Southern California; the park-like campus provides convenient access to the vibrant and growing Inland region. The campus is a living laboratory for the exploration of issues critical to growing communities' air, water, energy, transportation, politics, the arts, history, and culture. UCR gives every student, faculty and staff member the resources to explore, engage, imagine and excel.

UC Riverside is recognized as one of the most ethnically diverse research universities in the country boasting several key rankings of which we are extremely proud.

- UC Riverside is proud to be ranked No. 12 among all U.S. universities, according to Money

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Magazine's 2020 rankings, and among the top 1 percent of universities worldwide, according to the 2019-20 Center for World University rankings.

- UC Riverside is the top university in the United States for social mobility. - U.S. News 2020
- UCR is a member of the University Innovation Alliance, the leading national coalition of public research universities committed to improving student success for low-income, first-generation, and students of color.
- Among top-tier universities, UC Riverside ranks No. 2 in financial aid. - Business Insider 2019
- Ranked No. 2 in the world for research, UCR's Department of Entomology maintains one of the largest collections of insect specimens the nation. - Center for World University Rankings
- UCR's distinguished faculty boasts 2 Nobel Laureates, and 13 members of the National Academies of Science and Medicine.

The University of California is an Equal Opportunity/Affirmative Action Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, or any other characteristic protected by law.

For information about our generous employee benefits package, visit: [Employee Benefits Overview](#)

Job Description Details:

General Information

Job Title

CAREER SVC SPEC 3

Job Code

004516

Grade

20

Department Head

Yunzeng Wang

Supervisor

Lori Babigian

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Positions Directly Supervised

Job Code Title FTE

- 004516
- CAREER SVC SPEC 3

Generic Scope

Experienced professional who knows how to apply theory and put it into practice with in-depth understanding of the professional field; independently performs the full range of responsibilities within the function; possesses broad job knowledge; analyzes problems/issues of diverse scope and determines solutions.

Custom Scope

Utilizing a theoretical understanding of career development, advises students/alumni on a full range of career processes, including individual or group advising/coaching, career planning, setting career goals, decision making, and improving job search competencies. Provides a holistic approach to student/alumni career counseling, modifies workshops and presentations as necessary; OR maintains relationships with potential employers, school admissions representatives, and other organizations to establish contacts to meet the career needs of students. Performs independently, but may receive guidance in developing new career advising/coaching services and Counsels undergraduate and graduate students and alumni on career options and opportunities, including customized services for specific populations.

Department Custom Scope

A. Gary Anderson School of Management at UC Riverside offers an integrated career and academic advising approach. Our Student Success Advisors support one of five accredited MBA or Specialized Masters programs offered by the Graduate Business School. We work with each student to guide their educational coursework to align with their career objective. We seek a successful, experienced professional who will coach students regarding career development and job search strategies related to their educational achievements and work experience.

Utilizing a theoretical understanding of career development advises students/alumni on a full range of career processes, including individual or group advising / coaching, career planning, setting career goals, decision-making, and improving job search competencies.

Provides a holistic approach to student/alumni career counseling, modifies workshops and presentations as necessary; OR maintains relationships with potential employers, school admissions representatives, and other organizations to establish contacts to meet the career needs of students.

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Performs independently, but may receive guidance in developing new career advising/coaching services and programs.

This position does not offer remote modality, the expectation for this position is on-campus presence. Applicants must have current work authorization when accepting a UCR staff position. Currently, we cannot sponsor or take over sponsorship of an employment Visa for staff. The Student Success Career Coach will provide industry experience and expertise in guiding student job search strategies. The full salary range for the Graduate Student Success Career Coach position is \$61,000.00 - \$106,800.00 annually. We base salary offers on various considerations, such as education, licensure and certifications, experience, and other business and organizational needs.

As a condition of employment, you will be required to comply with the University of California SARS-CoV-2 (COVID-19) Vaccination Program Policy. All Covered Individuals under the policy must provide proof of Full Vaccination or, if applicable, submit a request for Exception (based on Medical Exemption, Disability, and/or Religious Objection) or Deferral (based on pregnancy) no later than the applicable deadline. For new University of California employees, the applicable deadline is ten weeks after their first date of employment.

Key Responsibilities:

Description

- Counsels undergraduate and graduate students and alumni on career options and opportunities, including customized services for specific populations.
 - Career Counseling: Advises department/college/school students on the job market process, and the standards and norms specific to the student's field of study; advises on summer internship programs; develops and maintains a network of departments and regional firms interested in hiring summer students. Key Responsibilities: 1) Discuss and clarify educational goals that align with the student's desired career objective. 2) Advises students on resume preparation, cover letter, and application best practices. 3) Work with students to develop and refine their personal job search skills, including interviewing, elevator pitch, personal branding, networking, and positioning. 4) Assist in connecting students with internship opportunities (from Handshake, 12Twenty, MBA Exchange, Careeronomics, recent alumni, and professional networks) 5) Identify on-campus as well as off-campus association involvement opportunities. 6) Knowledgeable individual who will be able to share industry, job market trends, recruiting process for the specific function discipline, and expected skills required by employers to achieve optimal alignment of the student's professional career goal to the academic training planned in their enrolled program. 7)

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Partner with Faculty to cross-collaborate on ways to better prepare students for internship and full-time employment recruitment success. 8) Provide recent graduates continuing advising support to aid their continued job search post-graduation, booking coaching appointments and collecting data for Outcomes Reporting

- Maintains and enhances relationships with corporations and other organizations to develop and modify potential employer resources, and promote external relations with the organization relating to career services for students and alumni.
- Researches, evaluates, and updates written and electronic career and educational resources.
- Helps clients identify their interests, values, skills, and personalities, and understand how these factors relate to academic/career satisfaction and choices.
- Uses standard quantitative and qualitative assessments to help clients assess career goals.
- Provides guidance to departments/colleges/schools on providing resources to meet students' career needs.
- Helps with decision making, goal setting, action planning, and identifying internal/external obstacles to obtaining goals.
- Researches and organizes economic and employment trend data, and designs materials for presentation to students and organization professionals.
- Modifies and conducts workshops and presents programs to meet the needs of students and staff.
 - Plans, designs, and delivers a menu of career preparation workshops delivered to students strategically during the academic year to align with the industry recruiting timeline.
- Develops and implements marketing and outreach programs to promote programs and services.
- Identifies personal crisis situations and refers client to appropriate resources.



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To apply, visit <https://jobsportal.ucr.edu/jobs/34647194>

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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University of California Riverside

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