



Career Services Coordinator

Title: Career Services Coordinator
Department: Business Office
Supervisor: CFO
Status/Type: Full-time (10-month) / Administrative / Exempt

Position Summary: The Career Services Coordinator is a full-time (10-month) position that supports Finlandia student success through 2 essential areas of oversight: Career Services and the First Year Experience. The Coordinator will provide individual and group career counseling services in the new Center for Vocation and Career. In addition, the Coordinator will carry a small teaching load of career preparation courses. The Coordinator supports first year students by directing and implementing a variety of student support programs. The successful applicant will demonstrate a commitment to student success, along with a strong commitment to promoting student engagement in the broader university community. This position works collaboratively with the Director of Vocation/Servant Leadership and reports to the Dean of Students.

Required Qualifications:

1. Bachelor's Degree.
2. Experience in developing and implementing programs with educational or experiential learning intent.
3. Experience in preparing and delivering presentations using electronic resources such as the Internet and PowerPoint.
4. Experience in effective interpersonal communication, both verbal and written.
5. Professional attitude, including the ability to uphold confidentiality
6. Ability to pass a background investigation covering employment, education, driving, and criminal records.
7. Ability to work occasional evenings and weekends.

Desired Qualifications:

1. Master's degree in career counseling, higher education administration, or similar field.
2. 3-5 years of successful employment in career counseling.
3. Demonstrated knowledge of career planning theory and process, practice and techniques, including the administration and interpretation of interest inventories or other assessment tools, and networking and job search dashboards.

Essential Responsibilities:

Career Services (75%)

1. Guide students, individually or in group settings, regarding career decisions and degree plans.
2. Monitor student interests and workplace/industry trends in order to guide strategic planning and programmatic initiatives.
3. Promote collaborative ventures with faculty and/or alumni to better serve students with divergent career interests.
4. Cultivate new internship and entry-level job opportunities.
5. Conduct regular workshops and organizes panels on career exploration/job search and graduate and professional school search strategies.
6. Coach students to develop their professional network by assisting them with connections to alumni, and non-alumni employers.
7. Provide information to students on career-related topics such as job opportunities, mentorship, recruiting trends, utilization of job search tools, interview preparation, offer evaluation, salary negotiation, graduate school planning, etc.
8. Develop and deliver courses covering a variety of topics such as résumé writing, interviewing, internship/job search strategies, networking tactics and ethics in the workplace.
9. Inform students of study abroad opportunities and assist with submitting applications for outbound study abroad.

First Year Programs (25%)

1. Coordinate first-year Sisu seminar by staffing the courses, updating course materials, assisting instructors, and arranging out of class activities.
2. Serve as point of contact for University sponsored honor societies, Alpha Lambda Delta First Year Honor Society as well as the Tri-Alpha Honor Society for First Generation College Students.
3. Assist with planning, coordination and oversight of new student orientation.

Professional Responsibilities

1. Participate in professional development opportunities as appropriate.
2. Adhere to university policies and procedures.
3. Maintain confidentiality in accordance with the Family Educational Rights and Privacy Act (FERPA).
4. Work collegially and professionally with students, employees and external constituents.
5. Work cooperatively with staff from other divisions on campus that include Academic Affairs, Business and Finance, Facilities Operations, University Advancement, Communications and Marketing, Athletics, Enrollment Management as well as other support units within Student Affairs (e.g., Dean of Students, Residential Life, etc.)
6. Act as a regular, on-call emergency contact for the office of residential life
7. Demonstrate support for and engagement with Finlandia's strategic vision to become more fully a whole learning community accompanying the whole student toward a whole life.
8. Perform other duties as required

Application Procedure

E-mail a letter of application addressing qualifications for the position along with a resume:

Erin Barnett
Dean of Students and Enrollment
Finlandia University
601 Quincy St.
Hancock, MI 49930
erin.barnett@finlandia.edu

Applications will be accepted until the position is filled.

Finlandia University participates in the federal E-Verify system. Individuals hired into positions must have their identity and work eligibility confirmed by the E-Verify system. We are interested in every qualified candidate who is eligible to work in the United States. However, we are not able to sponsor visas.

As a learning community Finlandia University recognizes and affirms the dignity and worth of all people and cultures. We will strive to provide an institutional climate that does not perpetuate or tolerate forms of discrimination. We are committed to recruiting, developing and retaining a qualified and diverse faculty, staff and student body.

Finlandia University does not discriminate on the basis of race, color, national origin, sex/gender, age, disability, religion, veteran status, familial status, height, weight, socio-economic status, sexual orientation, genetic information, or any other category protected by applicable law in admissions, employment, athletics, programs, and activities. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies or gender equity concerns:

Karin Van Dyke
Title IX Coordinator
(906) 487-7344
karin.vandyke@finlandia.edu