

Senior Career Planning and Development Associate
University at Buffalo, The State University of New York

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Posted Jan. 7, 2020, set to expire May 8, 2020

Job Title	Senior Career Planning and Development Associate
Department	Educational Opportunity Center
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jan. 7, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services Counseling Services
Apply Online Here	http://www.ubjobs.buffalo.edu/postings/23125
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Job Description

Position Summary

The Senior Career Planning and Development Associate will work within the Career Services Office to help build community while enhancing student advisement, career development and preparation through individual advising, workshops, and other activities to students and alumni. In this position, you will:

- provide one-on-one career advisement to students and alumni
- maintain a database of available job opportunities for students
- develop strong relationship with potential employers to build job placement opportunities for students
- build and maintain faculty relationships, providing classroom and center-wide professional development workshops
- monitor, analyze, and evaluate current scope of services offered through career services and plans,

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implements, and directs new programs

- conduct research to analyze employment trends both locally and nationally
- keep the Center informed of labor market trends as they pertain to the vocational and academic programs offered at the institution
- monitor and track job order status until they are closed
- generate reports on student employment progress when requested

The University at Buffalo Educational Opportunity Center (UBEOC), an adult education enterprise, of the State University of New York, University Center for Academic and Workforce Development (UCAWD), with an annual enrollment of 1,940 students, is seeking applications for a Senior Career Planning and Development Associate, SL-3. The mission of UBEOC is to produce lifelong learners who are self-directed, empowered, and committed to excellence. Residents of the surrounding Buffalo community are provided a range of services designed to develop the academic and workforce development skills necessary to become self-sufficient. Programs and services are structured to adapt to the needs of our students — as well as to the demands of our community — and serve as first steps toward the attainment of long-term educational and employment skills.

University at Buffalo is an affirmative action equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- The Senior Career Planning and Development Associate must have a minimum of an earned Bachelor's degree from an accredited college or university with 2 years of relevant experience in workforce development and or career guidance.
- Excellent organizational and communication skills and be able to work well with students, faculty, staff, and employers.
- At least 2 years working with and placing a diverse workforce population.
- Must be available to work weekends and evenings and have a strong working knowledge of best practices in the field.
- Ability to function in a team environment and work across organizational boundaries.
- Ability to work effectively under pressure and to effectively present information in one-on-one and group situations.
- Strong, analytical problem solving, organizational and interpersonal skills.
- Strong written and oral communication skills.
- Understanding concerns of students in career focused education.
- Computer literate in Microsoft Office Suite, Outlook, and student information systems.

Preferred Qualifications



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- Master's degree from an accredited college or university or professional certification with 1 year of experience.
- Knowledge of The Family Educational Rights and Privacy Act (FERPA) privacy law, U.S. Labor Department Fair Labor Standards Act guidelines and other relevant legal matters

Contact Information

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

Contact

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