

Associate Director, Career Services for IOs and NGOs -
The Fletcher School
Tufts University

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Posted Mar. 17, 2023, set to expire Dec. 31, 2023

Job Title	Associate Director, Career Services for IOs and NGOs - The Fletcher School
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Mar. 17, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Student Services
Job Website	https://jobs.tufts.edu/jobs/18733?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Fletcher School of Law and Diplomacy is the United States' first professional graduate school of international affairs. Since 1933, Fletcher's multi-disciplinary education in international relations, law, and business, has prepared the world's leaders to become innovative problem-solvers in government, the private sector, international organizations and non-governmental organizations.

The Office of Career Services (OCS) provides comprehensive career development assistance, programming and coaching to Fletcher students and alumni to help them maximize career opportunities. Services include individual career advising, drop-in hours, online resources, workshops, networking and presentations with alumni and employers, job and internship search assistance, and online job and internship listings. The OCS also manages relationships with employers around the world.

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What You'll Do

The primary responsibilities of the Associate Director, Career Services will be to provide career education and coaching to all Fletcher students seeking internships and jobs as well as alumni coaching. This role will take the lead on supporting students interested in careers with international organizations, INGOs and NGOs, multilaterals, and the UN system. The individual will engage key internal and external constituents, including faculty, alumni, and prospective employers to build support for career services.

The Associate Director will also design, organize, lead, and evaluate innovative programming to ensure that students and alumni are prepared for careers after Fletcher, including oversight and development of marketing and publicity materials to communicate programs and services. In addition, the individual will develop and maintain relationships with employers, represent the university at on-campus and off-campus events, and on work groups and committees.

What We're Looking For

Basic Requirements:

Knowledge and experience typically acquired by:

- Bachelor's degree and 5-8 years of directly related professional experience.
- Minimum of 3 years of career coaching experience
- Knowledge of the basic components of the job search process and ability to guide students.
- Excellent coaching, communication (oral and written), and presentation skills.
- Proven aptitude and enthusiasm for acquiring knowledge on varied career topics.
- Experience with international and/or diverse populations.
- Proven ability to work collaboratively on teams; Strong sense of personal and team accountability.
- Comfortable working with technology-based services

Preferred Qualifications:

- Master's degree in related field of study preferred.
- Familiarity with career opportunities among international organizations and non-profit organizations is highly desirable.
- Experience coaching mid-career students



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Pay Range

Minimum \$75,200.00, Midpoint \$94,050.00, Maximum \$112,900.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

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

Contact

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