

Assistant Director, Part-Time - Career Services, The
Fletcher School
Tufts University

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Posted Aug. 9, 2024, set to expire Dec. 31, 2024

Job Title	Assistant Director, Part-Time - Career Services, The Fletcher School
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Aug. 9, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services
Job Website	https://jobs.tufts.edu/jobs/20811?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Office of Career Services (OCS) provides career education, programming and coaching to the graduate students and experienced alumni at The Fletcher School to help them maximize their career opportunities. The OCS also does marketing and relationship management with employers around the world.

What You'll Do

This is a part-time position at 25 hours per week.



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The Assistant Director, Career Services will provide career advising to graduate students and experienced alumni in all phases of career development, including identifying career interests/skills/values, internship and job search strategies. The individual will engage key internal and external constituents, including faculty, alumni and prospective employers to build support for career services. The incumbent 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.

The Assistant Director, Career Services will serve as project manager for Fletcher's flagship Washington, DC Career Trip, overseeing event logistics, assigning deliverables to the OCS team, working with alumni and employers on related programming, and other responsibilities to ensure the success of this key initiative. Candidate must be willing to travel in support of this trip or as needed. In addition, the individual will develop and maintain relationships with employers, represent the university at on-campus and off-campus events and on university wide and external work groups and committees.

What We're Looking For

Basic Requirements:

- Knowledge and experience typically acquired through the completion of a Bachelor's Degree and 3 years of directly related professional experience.

Preferred Qualifications:

- Master's Degree in related field of study preferred.
- Career services background at a top school focused on supporting students and alumni entering the U.S. Federal Government and familiarity with the unique hiring practices of the public sector.
- Federal Advisor Certificate from the Partnership for Public Services helpful, or a willingness to obtain certification a plus

Pay Range

Minimum \$58,750.00, Midpoint \$73,550.00, Maximum \$88,300.00

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



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Contact

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