



University of Great Falls

Position Title: Career Development Program Assistant

The University of Great Falls is a four-year, private, Catholic liberal arts university with a main campus located in Great Falls, Montana offering both face to face and online programs. The University is committed to its mission of educating students for living and making a living. Founded by the Sisters of Providence, the University is a ministry of Providence St. Joseph Health (PSJH.) Shared Providence values of respect, compassion, justice, excellence and stewardship shape the missions of both the University and PSJH. Applicants must possess a personal philosophy compatible with a Catholic university environment.

Wage category: Full-time, benefit eligible, non-exempt

Department: Student Development

Supervisor: Director of Career Services and New Student Orientation

Job summary:

The Career Development Program Assistant is responsible for coordinating and supervising career planning programs for undecided students, also for career development and job research counseling for students who have declared majors. Assistant will provide advising services on an individual and group basis, using aptitude, personality, interest, and values inventories and computer guidance systems. This position will also present outreach programming and workshops to students in classroom settings, residence halls and with student organizations. Assist in management and development of internship opportunities for students.

General Duties

- Collaborate with the academic and co-curricular departments to build stronger connections between academic content areas, student engagement initiatives and career planning to promote student success.
- Responsible for general administration and management of the Career Center in the absence of the director. Solves short-range problems that develop.
- As a member of the Student Development team, attendance at weekly staff meetings and scheduled team retreats is required.
- Attendance of conferences and training as advised by Career Development Director.
- Complete special project requests as assigned by Career Development Director
- Demonstrate a commitment to the philosophy, mission, core values, and goals of the University and PH&S, including:
 - The university's mission, as a private Catholic liberal arts institution that prepares students for living and for making a living.
 - The ability to integrate values of justice, respect, compassion, excellence, and stewardship into programs and services.
 - Previous work record demonstrates personal integrity, veracity, and trust.

Program Specific Duties

- Develop assessment and job-search strategies.
- Conduct one-on-one vocational counseling sessions.
- Conduct vocational assessment using various instruments.
- Develop and critique student resumes.
- Assist with implementing job fairs, including the solicitation of business, marketing the event to students, and coordinating all of the logistical components.
- Assist in all aspects of employer relations, including assisting employers in using the online career webpage, soliciting attendance at job fairs, soliciting guest speakers, and encouraging employers to use the full array of the services the office has to offer.
- Assist in collection, tabulation, and analysis of outcomes information for students and other stakeholders.
- Facilitate student learning by assisting students to secure appropriate internships to enhance overall academic experience and learn skills essential to conduct a job search.
- Strengthen current employer contacts through outreach activities.
- Maintain, update, and expand electronic employer database.
- Educate and encourage employer registration and use of University job posting system.
- Oversee the posting of student employment positions on ARGO APP and web page.
- Maintain online job posting system with part-time & full-time positions available to students' and Alumni.

Education

Requires a bachelor's degree preferably in business, marketing, psychology, communication, public relations, or other related major.

Experience

Prefer sufficient experience in a collegiate environment with understanding of the academic culture. Must have the ability to effectively interact with faculty, staff, students, parents, and administrators. Familiarity with corporate and nonprofit human resource management. Understanding of experiential education and academic/career advising. Experience in presentation of workshops or public speaking. Excellent oral and written communication skills. Must be a self-starter and possess strong analytical and problem-solving skills. Demonstrated ability to organize and work independently as a leader and as part of a team.

Special Requirements

Good interpersonal skills with a demonstrated commitment to cultural diversity.

Proficiency with windows environment including word processing and knowledge of database programs.

Flexible work schedule to accommodate Career Development Hours of 7AM-7PM and off campus events.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

Please submit a resume, cover letter and three professional references to ugf.hr@ugf.edu or Human Resources, 1301 20th Street South, Great Falls MT 59405.

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EMPLOYMENT PREFERENCE ACT