



## CAREER SERVICES SPECIALIST

Coastal Carolina University is currently accepting applications for the following time-limited position: **Career Services Specialist** in the Office of Career Services.

Provides personal Career Development services with a focus on students and alumni in the Edwards College of Humanities and Fine Arts. Services include: career assessment and interpretation, major consultation, professional development, job skills coaching, cover letter/resume/CV development, job networking skills, job search strategies, graduate school planning, and interviewing skills.

**How to Apply:** Interested candidates may apply online at <https://jobs.coastal.edu/postings/120566>. Applicants must submit a cover letter, resume and list of three (3) professional references. Review of applications will begin immediately and continue until position is filled.

**Required Qualifications:** Bachelor's degree and relevant experience.

**Preferred Qualifications:** Master's degree in Counseling, Student Personnel Administration, Higher Education, or very closely related field. One (1) year of related experience. Experience in Career Services in a college or university working with career assessment instruments, advising students on career goals and job search strategies, and assisting graduates in identification of and application to jobs and other work experiences. Experience in the administration and interpretation of career-assessment testing instruments. Experience in job/career development of college/university graduates. Experience in utilizing social media and marketing in a career-services setting.

**Duties include, but are not limited to:**

- Provides personal Career Development services to students including career assessment and interpretation, major consultation, professional development, job skills coaching, cover letter/resume/CV development, job networking skills, job search strategies, graduate school planning, and interviewing skills.
- Provides personal Career Development services to alumni including career assessment and interpretation, major consultation, professional development, job skills coaching, cover letter/resume/CV development, job networking skills, job search strategies, graduate school planning, and interviewing skills.
- Provides current and relevant career education in the form of online and printed resources, class presentations, workshops, seminars and other presentations and programs.
- Represents Coastal Carolina University Career Services Center and assists in the planning and implementation of large Career Services programs and university-wide events such as orientation, admissions events, faculty orientation, FYE presentations/events, career express tables, career fairs, etc. Initiates and manages programs and services to engage students in all aspects of career development programming.
- Provides exceptional customer service to all constituents, including but not limited to, faculty, staff, students, alumni, visitors and the community at large.

Time-limited position with benefits. Salary range: \$39,764.00 to \$50,000.00. Normal work hours are Monday through Thursday, 8:00 a.m. to 5:00 p.m. and Friday, 8:00 a.m. to 12:30 p.m. Must be flexible to meet the special scheduling needs of the university. (TL5817/NS01373P)

Coastal Carolina University is a public comprehensive liberal arts institution located in Conway, South Carolina, just nine miles from the Atlantic coastal resort city of Myrtle Beach. Coastal Carolina University enrolls over 10,000 students from 49 states and 55 nations. The University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate and master's degrees of national and/or regional significance in the arts and sciences,

business, humanities, education, and health and human services, a specialist degree in instructional technology, and PhD degrees in marine science: coastal and marine systems science and education sciences.

The University provides equal employment opportunity without regard to race, color, religion, sex, sexual orientation, gender identity, citizenship status, national origin, or because an employee or applicant for employment is an individual with a disability or a disabled veteran, an Armed Forces service medal veteran, a recently separated veteran, or an active-duty wartime or campaign badge veteran, or other “protected veteran,” as defined by law. Coastal Carolina University is an EO/AA employer.