

Senior Coordinator and Coordinator of Career Advising
School of Molecular & Cellular Biology
College of Liberal Arts and Sciences
University of Illinois at Urbana-Champaign

The School of Molecular & Cellular Biology (SMCB) seeks applicants for the position of Senior Coordinator and Coordinator of Career Advising. This position reports to the Associate Director for Curriculum & Instruction and the Associate Director for School of MCB PhD programs. The successful candidate will provide career development services for undergraduate and graduate students in the School of Molecular & Cellular Biology.

Job Summary:

The Senior Coordinator and Coordinator of Career Advising will provide career development services for undergraduate and graduate students in the School of Molecular & Cellular Biology. This position reports to the Associate Director for MCB Undergraduate Education and the Associate Director for Graduate Affairs.

Coordinator

Duties and Responsibilities:

60% Provide career advising to students in the School of MCB.

- Provide individual and group career advising and counseling for students in the School of MCB.
- Advise students on career opportunities and employment trends.
- Maintain a wide variety of career information and materials for deployment through multiple channels.
- Maintain records of meetings with students and student progress as well as collecting data on student first destinations and other educational opportunities.

30% Plan and communicate about career events and services.

- Assist with development and implementation of workshops on topics such as goal setting, career preparation and search plans, resume/CV review, mock interviews, job offers and negotiations.
- Organize and implement career events for students and employers, including special events such as career fairs, meetings, receptions, resources, and speaker programs.
- Maintain and assist with development of the Alumni Career Mentorship Program and SMCB Career Symposium.
- Collaborate with others in the School of MCB on special projects related to career development and advising.
- Communicate career related information and opportunities to students.

10% Develop and Maintain relationships with representatives of companies, professional and graduate schools, government agencies, and other entities that represent opportunities for SMCB students.

- Identify multiple pathways to future employment and foster and develop internship opportunities for students.
- Train and monitor student use of Handshake, and other networking platforms, maintain updated records of meetings with students on Handshake.
- Work with School of MCB Office of Communications to maintain relevant career news and opportunities.
- Coordinate special projects and other duties as assigned.

Senior Coordinator

Duties and Responsibilities:

60% Provide career advising to students in the School of MCB

- Provide individual and group career advising and counseling for undergraduate and graduate students in the School of MCB
- Serve as a resource regarding current trends and best practices in career services.
- Provide guidance to students regarding specific career opportunities and employment trends.
- Develop and provide a wide variety of career information and materials for deployment through multiple channels.
- Maintain records of meetings with students and student progress as well as collecting data on student first destinations and other educational opportunities

30% Develop, deliver, and communicate about career events and services.

- Develop, deliver, and evaluate career development workshops on topics such as goal setting, career preparation and search plans, resume/CV reviews, mock interviews, job offers and negotiations.
- Organize and implement career events for students and employers, including special events such as career fairs, meetings, receptions, resources, and speaker programs.
- Maintain and develop the Alumni Career Mentorship Program and SMCB Career Symposium
- Collaborate with others in the School of MCB on special projects related to career development and advising.
- Provide career-related information and opportunities for students in weekly newsletters, listservs, and other channels.

10% Develop and Maintain relationships with representatives of companies, professional and graduate schools, government agencies, and other entities that represent opportunities for SMCB students.

- Identify multiple pathways to future employment and foster and develop internship opportunities for students.
- Train and monitor student use of Handshake, and other networking platforms, maintain updated records of meetings with students on Handshake.
- Work with School of MCB Office of Communications to maintain relevant career news and opportunities.
- Organize and manage special projects and other duties as assigned.

Coordinator Minimum Qualifications:

- Bachelor's degree.
- A total of one (1) year (12 months) in education, training and/or work experience in career services or academic advising.
- Based on position requirements, additional education, training, and/or work experience in the area of specialization inherent to the position, may be required.

Coordinator Preferred Qualifications:

- Master's degree in biological or related sciences, advising/counseling, higher education, or related area
- Four years of professional work experience in career services or academic advising, especially experience working with undergraduate and graduate students

Successful Candidates Will Have (Coordinator):

- Knowledge of job market for college students in biological and related disciplines
- Highly proficient with web-based resources, software (MS Office), Handshake, various social media platforms.
- Knowledge of career assessment tools and platforms
- Strong organizational, time management, communication, presentation, and project management skills
- Ability to communicate effectively, helpfully, and positively with students, faculty, and employers.
- Demonstrated ability to effectively coach students and respond to students' concerns and motivations.

Senior Coordinator Minimum Qualifications:

- Bachelor's degree in biological or related sciences, advising/counseling, higher education, or related area.
- Two years in education, training and/or work experience in career services or academic advising
- Demonstrated experience with web-based resources, software (MS Office), Handshake, various social media platforms.

Senior Coordinator Preferred Qualifications:

- Master's degree in biological or related sciences, advising/counseling, higher education, or related area.
- Six years professional work experience in career services or academic advising, especially experience working with undergraduate and graduate students.

Successful Candidates Will Have (Senior Coordinator):

- Knowledge of job market for college students in biological and related disciplines
- Highly proficient with web-based resources, software (MS Office), Handshake, various social media platforms.
- Knowledge of career assessment tools and platforms
- Strong organizational, time management, communication, presentation, and project management skills
- Ability to communicate effectively, helpfully, and positively with students, faculty, and employers.
- Demonstrated ability to effectively coach students and respond to students' concerns and motivations.
- Ability to deal openly and effectively with issues of inclusivity.
- Knowledge of current career, employment, and market trends.
- Demonstrated success in event planning, promotion, and evaluation.
- Ability to integrate technology with the delivery of career services.
- Knowledge of the job market and career search processes and strategies
- Excellent interpersonal skills and effective communication skills

The **Senior Coordinator and Coordinator of Career Advising** positions are full-time, benefits-eligible Civil Service positions. The expected start date is as soon as possible after the closing date. Salary is competitive and commensurate with qualifications and experience, while also considering internal equity.

The budgeted salary range for the position for the Coordinator of Career Advising is \$60,000.00 - \$65,000.00. The budgeted salary range for the position for the Senior Coordinator of Career Advising is \$65,000.00 - \$70,000.00.

The employee hired into this position will be expected to work onsite on a full-time basis. Sponsorship for Work authorization is not available for this position.

Application Deadline

Applications must be received by 6:00 pm (Central Time) on December 1, 2025. Apply for this position using the Apply Now button at the top or bottom of this posting. In order to be considered as a transfer candidate, you must apply for this position. Applications not submitted through <https://jobs.illinois.edu> will not be considered. If required by the position, transcripts or other documentation of credentials are to be provided no later than the first day of employment. For further information about this specific position, please contact hr-mcb@illinois.edu. For questions regarding the application process, please contact 217-333-2137.

The University of Illinois offers a very competitive benefits portfolio, depending on the position. Click for a complete list of [Employee Benefits](#).

The University of Illinois System is an equal opportunity employer, including but not limited to disability and/or veteran status, and complies with all applicable state and federal employment mandates. Please visit [Required Employment Notices and Posters](#) to view our non-discrimination statement and find additional information about required background checks, sexual harassment/misconduct disclosures, and employment eligibility review through [E-Verify](#). Applicants with disabilities are encouraged to apply and may request a reasonable accommodation under the Americans with Disabilities Act (2008) to complete the application and/or interview process. Accommodations may also be requested on the basis of pregnancy, childbirth, and related conditions, or religion. Requests may be submitted through the reasonable accommodations [portal](#), or by contacting the Accessibility & Accommodations Division of the Office for Access and Equity at 217-333-0885, or by emailing accessibility@illinois.edu.