

Position Description: Career and Professional Development Advisor

Organizational Summary: Quality educational experiences are essential to preparing students for the future, yet systemic barriers create pronounced disparities in educational opportunities and outcomes. The Emily Krzyzewski Center, a nonprofit organization in Durham, North Carolina, implements four distinct programs designed to build on the academic, career, and leadership potential of students who are traditionally underrepresented in higher education. Collectively, our programs serve students from elementary school through college and equip them with the skills necessary to successfully complete higher education, connect to promising careers, and become agents of change within their communities. We amplify our efforts through partnerships with our local school district, community-based organizations, and universities.

Program Description: Scholars on Campus is a free college completion program designed to support students who have completed the Emily K Center Scholars to College program as they transition to, persist in, and graduate from college. Our Scholars on Campus staff stay connected to students throughout their college journey and provide individualized support and guidance via in-person interactions, phone, text, email, video chat, and social media. Students participate in a variety of specially cultivated workshops and events designed to help them successfully navigate their college experience and prepare for and secure careers post-graduation. Scholars on Campus collaborates with university, community-based, and business & corporate partners to address systemic barriers that impede the forward momentum of students from historically underrepresented backgrounds while helping students to build the skills, networks and social capital required for connection to careers that best fit their goals and lead to upward economic mobility. Lastly, Scholars on Campus also establishes the groundwork for engaging our growing alumni base in efforts to become agents of change within their communities.

Job Goal: Reporting to the Director of College Success, the Career and Professional Development Advisor is responsible for providing career and professional development coaching and counseling to a cohort of up to 65 students who are nearing completion of their college degree via a variety of modes (text, telephone, email, video, in-person). Additionally, the Career and Professional Development Advisor will collaborate with stakeholders to cultivate professional development, internship and employment opportunities that mutually benefit students and employers and that represent opportunities for the continued career growth and advancement for students. The Career and Professional Development Advisor will work with program leadership to provide insights into talent pipelines, assess barriers, and build on students' readiness to connect to promising pathways and opportunities.

Qualifications: Bachelor's degree from an accredited college or university required. Minimum of three years' experience successfully providing career-focused coaching, counseling, advising, or support for students facing systemic barriers to equitable educational and career outcomes required. Demonstrated ability to build rapport and trust with students from diverse cultural and socioeconomic backgrounds, and with students who will be the first in their family to complete a college degree. Ability to work both independently and collaboratively with a team. Familiarity with culturally responsive approaches to developing programming and student engagement strategies. Proven ability to engage employers and other stakeholders in a shared vision of successful partnerships that benefit students and meet employers' needs. Background clearance and reference checks required.

Primary Responsibility Areas:

Student Support:

Provide career coaching and counseling to a caseload of approximately 65 students nearing completion of their college degree (primarily third- and fourth-year college students) designed to build students' career and employment readiness, through 1:1, small groups, and workshops. Cultivate students' ability to identify and engage professional mentors who can contribute to enhancing their skills, network, and social capital. Connect college students to relevant professional development opportunities and events (such as internships and job fairs) that align with students' career interests. Help build students' facility in maximizing the benefits of campus-based career development resources. Track students' career development activities to determine key levers that drive career outcomes. Connect with recent

alumni who have recently entered the workforce to share relevant information and resources for early career professionals and opportunities for career advancement.

Partnership Development:

Build and maintain relationships with business and corporate partners, colleges and universities, and community-based organizations that can provide meaningful and beneficial career and professional development opportunities for students, including but not limited to mentorship, career readiness, internships, and full time employment.

Program Support:

Coordinate, implement, and support workshops, trainings, webinars, and other events and activities aligned with job goals. Provide timely and effective communications to students regarding upcoming opportunities. Contribute to an emerging, data-informed strategy for supporting first generation college students' career growth and development. Other duties as requested.

Terms of Employment: This is a part-time position, approximately 10 hours per week, beginning in December 2021 and terminating June 30, 2022. Schedule is flexible and dependent on student availability. Some evenings and/or weekends required. Hourly rate: \$25 per hour.

Evaluation: Performance of this job is evaluated annually.

To Apply: Submit one document that includes your resume and a cover letter outlining your qualifications and interest to the attention of Mr. Donell Moore, Director of College Success, at jobs@emilyk.org with position title in the subject line. Applications will be reviewed on a rolling basis with preference given to applications received by November 23, 2021. Position may begin December 2021 or January 2022, depending on recruitment and hiring timeline. For more information visit www.emilyk.org.