



Position Title: Career Readiness & Alumni Support Associate (*PT Flex – 20-25 hours*)

Reporting Relationship: Chief Program Officer

Starting Date: October 1, 2019 *or sooner* (negotiable)

Position Description: Working in conjunction with the College Success Team, the Career Readiness and Alumni Support Associate assists Scholars with navigating professional pathways and connecting opportunities to their educational talents and personal skill sets. This position supports the evolution and maintenance of Evanston Scholars’ efforts to provide career exposure and professional opportunities to all Scholars. The position will coordinate the integration of career competencies into all aspects of the ES program curriculum. The Associate will collaborate with other staff to implement and develop comprehensive strategies to educate Scholars on preparing for summer jobs, internships, full -time employment, and other professional opportunities.

Career Readiness (50%)

- Manage incorporating Career Readiness competencies into the Evanston Scholars College Access and College Success Curriculums
- Identify, build, and manage community and corporate partners to expand opportunities for job shadowing, internships, and full-time employment
- Identify and coordinate career-based teaching and learning experiences including site visits, guest speakers, and internships
- Help design and execute special events as needed (e.g. networking events)
- Identify new possible partnerships and work with ED or staff to pursue those partnerships
- Facilitate the understanding and use of digital technology as a professional tool
- Work with staff and “Friends of ES” to further develop and facilitate the functionality of the Evanston Scholars Network on LinkedIn
- Maintain job and internship database on Evanston Scholars website
- Work with staff to share resources with mentors to enrich their career readiness support

College Success (40%)

- Support College Success Team on projects directly facing career readiness including, but not limited to, the following:
 - Facilitate the process of providing support to Scholars with resume building and writing cover letters
 - To design and execute workshops regarding Career Readiness Tools and Skills (Professional branding, networking, interview prep, etc.)
 - Investigate more self-assessment tools to identify strengths, majors, possible career paths
- Work with CS Team to oversee the planning and implementation of Alumni Programs, College Scholar Programs (including reunions), Campus Ambassadors, Internship Coaching, Professional Development Programs, and Alumni Engagement.

Alumni Support (10%)

- Connect Scholars with resources to identify strengths and areas of expertise
- Support ES College Alumni with resources to secure full-time employment (*as needed*)
- Connect Alumni with local professional opportunities
- Support College Alumni on career management -- salary negotiation, job options, and professional development (*as needed*)
- Support with graduate school application process (*as needed*)

Successful candidates will have a Bachelor's Degree and a minimum of 5 years professional experience. Advanced degree preferred.

- Experience working with students from diverse backgrounds and understanding of the concerns and obstacles facing this demographic in navigating the college and career process.
- Experience working in a college or university or college access a plus.
- Experience building connections and partnerships with companies and community organizations.