Career Coach
College of Biological Sciences

Position: Career Counselor/Senior
Job Code: 9705CC/9705SC depending upon qualifications

There are two positions available.

The College of Biological Sciences is a college of approximately 2,200 undergraduate students pursuing degrees in the life sciences at the University of Minnesota. The college offers eight majors and ten minors to prepare students to solve biological problems facing our world.

Overview of CBS Student Services
CBS Student Services is a team of 18 professional staff members; each contributing to the shared responsibility of advancing the mission and vision of the college. These staff serve students in three functional areas: academic advising, career coaching, and student engagement.

In CBS Student Services, we are active listeners and cultural navigators guiding students through the systems of campus and the greater metropolitan area. We are committed to being socially aware, racially just, and civically engaged advocates for ourselves and our students. Through connection and collaboration, we create opportunities for students to meet their personal, academic, and professional goals. We mentor and teach lifelong skills for our students to become critical thinkers and scientific leaders in their communities.

Overview of the role
By helping students to identify their strengths, interests, and pertinent resources and learning opportunities, the Career Coach assists students in building skills to make commitments that inform and guide their educational and career plans. The Career Coach helps students to be reflective about their learning and to develop the broad range of qualities and experiences necessary for successful job search, application to graduate studies, or application to professional health program. The person in this role will join a team of three others focused on career development and reports to the Assistant Director for Career Development.

Principal Duties and Responsibilities

50% Career Coaching
The cornerstone of career coaching is the ability to build authentic relationships with individuals with varied backgrounds, perspectives, and identities. The
responsibility of this role is to first build relationships, then utilize those relationships to holistically support and guide students and recent alumni who are pursuing a range of careers in industry, research, graduate education, and professional health programs.

- Provide holistic, inclusive career coaching to CBS students as they learn about careers in the biological sciences and health professions, and pursue experiences that are reflective of their career goals, strengths, values, interests and identities.
- Identify student needs by establishing trust and building authentic relationships through both individual one-on-one appointments, drop-ins, telephone, Google Hangouts, group appointments and workshops, including resume review, job search strategies, interview and entrance exam preparation, and salary negotiations, while recognizing and addressing potential challenges/barriers unique to each individual.
- Help CBS students understand their possibilities and methods for exploring career options through intentional questioning, guided reflection, and connecting students to relevant resources, tools and action plans.
- Educate students on graduate and health professional school preparation, including navigating the application; advise students regarding the timing and readiness of their application.
- Provide occupational information regarding careers in the biological sciences.
- Conduct mock interviews with students and provide constructive and developmental feedback intended to improve their performance.
- Educate students on researching and navigating gap year employment opportunities.
- Review personal statements for professional programs and provide feedback on writing style, clarity, flow, and overall quality.
- Assist students in handling uncertainty and disappointment, and redefining goals.
- Coordinate and deliver workshops with the intent of increasing awareness and involvement in biology and health related experiential learning opportunities.
- Serve as a cultural navigator of the world of work and the system of higher education.

30% Career Program Development and Management
Designs and implements new systems, manage logistics and develop procedures for effective programs, services and major career events that support students in making meaningful connections with professionals that build their network/social capital and contribute to their future success.
• Provide innovative career development services and activities for undergraduates (internal and external workshops, career coaching and pre-health appointments, industry/major information sessions, etc.)
• Coordinate and deliver workshops on resume writing, interviewing skills, exploring health professions, application preparation, and job search strategies
• Participate in planning and supporting college and campus career fairs related to CBS students
• Collaborate with Student Services staff, Dean’s office staff, alumni relations, and CBS Student Board to create appropriate career development programming
• Build a network of recent alumni willing to support and serve undergraduates interested in their chosen profession
• Maintain statistics and develop reports about CBS students’ admission to health professional programs, graduate programs, and first destination job locations
• Track CBS student application progress from interest in health professions or graduate school to matriculation. Develop intervention strategies to offer support to students throughout these stages

10% CBS Student Services Collaborations
CBS Student Services is a blended student affairs unit, and is most successful when the unit works collectively for the student good.
• Attend CBS Student Services staff meetings and engage in the broader work being done on behalf of CBS undergraduates
• Engage in cross-functional area collaborative projects
• Participate in college-wide functions to provide an excellent student experience

10% Professional Development & Service
• Commitment to ongoing social justice and racial equity work in order to identify, challenge, and remove barriers to access at the individual, community, and system level
• Engage in professional development and scholarly activity in the field of student affairs and career development to maintain knowledge of trends and best practices (e.g., membership in professional associations, attendance at conferences and seminars, write articles, serve on teams and collaborate with other professional groups, etc.)
• Participate on Student Services, College and University-wide committees as requested

Minimum Qualifications
• Master’s degree, and one year of experience
• Previous experience in an educational setting performing one-to-one student-facing work (including graduate assistantships) and developing, planning, and implementing support activities for a diverse student body
• An ability to coach students through careful self-assessment, clarify goals and interests, and make informed decisions
• Evidence of effective relationship-building, team-building, and oral/written communication skills
• Ability to effectively communicate across race, class, and culture
• Demonstrated commitment to applying social and racial equity practices
• Ability to initiate projects and programs and see them through to completion

Preferred Qualifications
• Master’s degree in higher education and student affairs, college student personnel psychology, counseling, social work, or related field
• Previous career counseling experience
• Knowledge of career development trends and needs for students in the biological sciences
• Creativity, flexibility, and the ability to make effective large and small group presentations

How to Apply
Instructions for using the University’s Employment System can be found at the link below: https://humanresources.umn.edu/find-job/using-employment-system
Funds are available for travel expenses for finalists.

Starting salary and classification is determined by candidate’s previous experience, with a focus on experience obtained after conferral of master’s degree. Senior classification requires at least three years of experience. Minimum starting salary of $43,000 for candidates applying immediately after graduate school.

For more information about working in CBS Student Services, visit: https://z.umn.edu/workingincbs If you have questions, please contact Rebecca Luebbert, Assistant Director for Career Development, at luebbert@umn.edu.

The University of Minnesota has a wide array of benefits available as a professional and administrative employee, such as:
• University paid contribution (10% of your salary) to your retirement account - vested immediately.
• 22 paid vacation days per year, in addition to sick leave and 11 paid holidays.
• Reduced tuition opportunities covering 75% of eligible tuition.
• Excellent and affordable health care benefits.
• Wellness program with opportunity to earn lower health care rates.
• Free disability insurance.

The University of Minnesota shall provide equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.