CBS Student Services empowers students to identify, develop, and achieve their academic, career and personal goals so they graduate in a timely manner and are engaged citizens after college. Through helping students to identify meaningful goals that reflect their interests and strengths and create academic, career and co-curricular plans, CBS Student Services staff members are educators who teach students to recognize and connect learning opportunities, both inside and outside the classroom, to their broader goals.

Summary of Position:
The incumbent will serve as an employer relations coordinator for students and employers of interest to the College of Biological Sciences with a special emphasis on outreach and engagement capacity to cultivate relationships with employers and graduate programs related to the biological sciences for career connection opportunities for students interested in career, internship and academic pursuits.

This position will also serve in a limited 1:1 student facing capacity for those with a decided career interest in pursuing internships and careers in industry and provide support with job search skill development, occupational knowledge of the biological sciences, salary negotiation, event preparation and review of job search materials. Serves as a member of the CBS Career Team.

Principal Duties and Responsibilities

60% Employer Outreach and Event Management

- Designs and implements new systems, manage logistics and develop procedures for effective project management for services and major career events that support students in making meaningful connections with alumni, employers and professionals that build their network/social capital and contribute to their future success.
- Leads and coordinates career, pre-health and graduate school career connection events including the CBS mentor program, networking nights, company site visits, career panels, graduate school fair and similar events/programs
- Conduct outreach to employers, alumni and professionals to engage in on-campus and off-campus career connection opportunities
- Identifies and recruits prospective employers and graduate school contacts and engage existing contacts via email, cold-calling, virtual meetings, and on or off campus to expand internship, job shadowing, site visits, and full-time opportunities in the biological sciences
- Recruits a socially conscious portfolio of employers who are dedicated to the recruitment, hiring, and promotion of candidates of diverse backgrounds
- Educates employers on developing inclusive recruiting practices, provides information on employment visas and familiarizes employers with standards, policies and procedures set by the University and National Association of Colleges and Employers
- Represents office in a variety of University, community and other networking events, visits to employer sites, and hosting organizations on campus for employer development and cultivation purposes through group meetings and other organizations
- Responsible for coordinating, tracking and reporting employer engagements, job and internships in the biological sciences
- Manages the collection of career outcomes data and contributes to analyzing data
- Network with Chamber of Commerce, employers and professional associations for recruiting purposes
- Provides training and support for student employees and staff on approving life science postings and resume reviews in University’s job posting software
- Cultivate relationships with alumni, faculty, staff, and students to educate stakeholders on industry and job trends
- Researches career services best practices, market and job trends; keeps abreast of current information and technology relevant to preparing students for the world of work; maintains involvement in appropriate professional associations
- Advocate for the needs of interns and entry-level CBS talent
- Contributes to the marketing messaging and strategy for employers and career connection events for students
20% Career Coaching and Program Development
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.

- Provide holistic, inclusive career coaching to CBS students as they learn about careers, and internships in the biological sciences 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, and salary negotiations, while recognizing and addressing potential challenges/barriers unique to each individual
- Help CBS students connecting students to relevant resources, tools and action plans
- 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
- Coordinate and deliver workshops with the intent of increasing awareness and involvement in biology related experiential learning opportunities
- Teach one section of 10-15 students in the CBS internship course each semester, (BIOL 3610-Internship: Professional Experience in Biological Sciences)
- Guide employers and students in developing learning outcomes that are appropriate for a productive internship experience
- Serve as the internship coordinator responsible for preparing students for the search process and coaching them on employer expectations
- Serve as a cultural navigator of the world of work and the system of higher education

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
Engage in professional development and career service activities related to the career services and student services profession, within the University of Minnesota community and beyond.

- 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 service activities related to the career development and student services profession, within the University of Minnesota community and beyond to maintain knowledge of trends and best practices.
- Participate on Student Services, College and University-wide committees as requested
- Contribute to the strategic planning process for career services and the Office of Student Services and ongoing evaluation for improvement of services

Minimum Qualifications
- BA/B.S degree and at least 4 years of related experience
- Evidence of effective relationship building, team building, and oral/written skills
- Ability 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
- Strong computer skills including word processing, spreadsheet, and database management
- Open to learning new content areas application of career and student development theories, and the role of intentional learning outcomes for program development
Preferred Qualifications

- Master's degree
- At least two years of experience performing similar activities in recruiting, career services, employer relations or science industry (including graduate assistantships/internships)
- Experience with college recruiting, from a higher education or a business perspective
- Familiarity with employers in the biological sciences
- Experience working with students in STEM majors
- Experience working with diverse student populations
- Understanding of student development theories and ability to apply on a daily basis
- Training or experience with career development programming or employer relations

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. Minimum starting salary of $43,000.

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.