

TOURO COLLEGE

JOB POSTING

Program Coordinator

Reports to: Director of Career Services
Status: Full Time
FLSA: Exempt
Location: Brooklyn

About Touro College:

Touro is a system of Jewish-sponsored non-profit institutions of higher and professional education. Touro College was chartered in 1970 primarily to enrich the Jewish heritage, and to serve the larger American community. Approximately 19,000 students are currently enrolled in its various schools and divisions. Touro College has branch campuses, locations and instructional sites in the New York area, as well as branch campuses and programs in Berlin, Jerusalem, Moscow, Paris, and Florida. Touro University California and its Nevada branch campus, as well as Touro College Los Angeles and Touro University Worldwide, are separately accredited institutions within the Touro College and University System. For further information on Touro College, please go to: <http://www.touro.edu/media/>.

JOB SUMMARY:

To assist in the growth and further development of an effective Career Services organization at Touro College by coordinating all of the Career Services events and services.

JOB RESPONSIBILITIES:

Duties include, but not limited to the following:

To coordinate all of the Career Services events and services to ensure a consistent and internally-reinforced set of services.

- **Assists with the Coordination and Organization of Career Services Events/Workshops**
 - Assists in all aspects of delivering two Career Fairs annually, including planning, organizing, advertising the event to students, alumni, employers and staff
 - Coordinates on-campus panel presentations by employers and alumni
 - Coordinates, develops and conducts career development and information programs/workshops/panels, (e.g., resume and mock interviewing workshops, pre-graduation sessions and alumni/professional panels), while collaborating with student organizations and student services offices
 - Conducts assessment (i.e., collects and reports key statistics related to Career Services initiatives) and follow-up studies and reports for Career Services events and initiatives, as well as student and alumni employment status

- **Counsels/Coaches Students**
 - Recruits students to use the Career Services function. Provides students and alumni the assistance needed to define career options, develops employment skills, and job-search procedures
 - Helps students develop and refine resume writing, interviewing, and networking skills
 - Assists students to properly use social media for job searches, use of the career resource library and research on-line employment information

- **Builds/Maintains Employer Relations and Identifies Employment Opportunities**
 - Assists in identifying and building relationships with for-profit and not-for-profit employers for recruitment of Touro students and alumni
 - Maintains on-going communications with employers to ensure recurring recruiting efforts
 - Maintains, updates, and expands electronic employer data base
 - Coordinates on-campus interviews
 - Identifies and disseminate available fulltime job and internship opportunities

- **Assists in the Selection, Implementation and Usage of Technology**
 - Assists in the development and implementation of a Career Services social media strategy
 - Assists in the selection, implementation and on-going usage of career-related software; provides information to aid students on how to best use the internet for career discovery and job search purposes
 - Provides the technical expertise to continually improve Career Services technology-based offerings
 - Promotes Nacelink, Touro's resume and job posting system, and encourages student and employer usage

REQUIREMENTS:

Education, Preparation, and Training

- Bachelor's degree in career counseling, business or a related field; Master's degree a plus
- Minimum of 2 years in a Career Services office or other job search position

Skills

- General understanding of the career development process and methodology
- Demonstrated ability to function as a project leader or part of a team
- Ability to coordinate a number of programs and keep them on track; needs project management, attention to detail and organizational skills
- Commitment to students' success in the workplace
- Ability to effectively counsel/advise students in the areas of career planning, resume building, interviewing, networking and the job search process
- Excellent oral and written communication, presentation and organizational skills

- Self-starter with strong analytical and problem-solving skills; ability to see a project through to completion
- Effective social skills, positive attitude, sense of humor and emotionally mature
- Willingness to “do whatever it takes” to ensure the success of an assignment
- Ability to effectively interact with faculty, staff, students and parents
- Teachable individual
- Professional work ethic and appearance

Physical Demands

- Extensive time sitting and standing
- Extensive use of computers
- Ability to lift 5 lbs.

Computer Skills

- Proficiency in Microsoft Office Word, Excel, PowerPoint and Outlook
- Proficiency with personal computers, related hardware/software; experience with database management and career services-related software
- Proficiency in the Nacelink system
- Proficiency in social media

Travel

- Work takes place in Administrative Offices.

Application Procedure:

Please send a cover letter with salary expectations and your resume to: Recruit.hr@touro.edu. The subject line of your email should read: “Program Coordinator”

Touro College is committed to the principles of equal employment opportunity. Our practices and employment decisions regarding employment, hiring, assignment, promotion, compensation, and other terms and conditions of employment are not to be based on an employee's race, color, sex, age, religion, national origin, disability, ancestry, military discharge status, sexual orientation, marital status, genetic predisposition, housing status, or any other protected status, in accordance with applicable law. Our policies are in conformance with Title IX, 1972 Education Amendments