

Job Title	Career Coach
Employer/ Agency	Crown Family School of Social Work, Policy, and Practice, The University of Chicago
Job Description	<p>The Career and Leadership Development Office guides students toward meaningful careers and professional opportunities through strategic collaborations, innovative programs, and educational opportunities that foster knowledge, skills, and connections essential for career and leadership success. These include career coaching, career programming, workshops, events, and information sessions; career experiences and initiatives; career resources and support.</p> <p>Reporting to the Director of Career and Leadership Development, the Career Coach plays a pivotal role in advancing students' career growth and readiness. The Career Coach provides comprehensive career support to master's students, helping them explore career options, prepare job search materials, and navigate professional transitions. Through individual and group coaching, resource development, and drop-in sessions, the Coach fosters student engagement with career development opportunities in sectors such as clinical practice, social administration, policy, academia, and non-profits. The role also participates in the support of relevant career programming and workshops, and contributes to data tracking and reporting. The coach stays informed of industry trends and alumni outcomes, as an important member of the Career & Leadership team to deliver successful, impactful services for students' career development and advancement.</p> <p><u>Responsibilities</u></p> <ul style="list-style-type: none"> • Serve as a career coach/advisor to graduate students for master's programs at the Crown Family School. • Engage in one-on-one coaching/advising that assists students with career exploration, networking, job document preparation, and negotiation. • Facilitate group career coaching/advising to connect students with career resources and content. • Conduct drop-in career coaching sessions to provide flash career coaching /advising to students for quick career related questions. • Build knowledge, understand industry trends for clinical/direct practice, social administration, government and policy, academia, nonprofits, etc. • In collaboration with the Director, participate in the development, content creation, and implementation of career programming, workshops, and special events to prepare graduates for a successful job search and planning. • Assist in career programs, workshops, career conversations, licensure presentations and other professional opportunities appropriate for graduate students. • Support in maintaining career resources and content that help graduate students navigate their career at Crown Family School and beyond. • Support small, mid, and large-scale events run by Career and Leadership. • Maintains up-to-date knowledge of recruitment strategies, industry trends, faculty research, and alumni outcomes to better understand drivers of employment success.

	<ul style="list-style-type: none"> • Acts as an initial responder for all general Career & Leadership team inquiries. • Generate content for office communications to students to be included in career digest newsletters, flyers, and email messages to promote career events, opportunities, and resources. • Support and work with Career and Leadership platforms: Internal Job portal, Career Library Canvas Course page, Alumni Linked Group Page, etc. • Supervise student staff and/or part-time support staff dedicated to career and leadership development. • Follow up with students to track career coaching/advising progress and career outcomes via assessments, surveys, report outs. • Assist in Career data collection, management, and quarterly report writing. • Provides guidance and training to student career counselor interns. • Advises and counsels students concerning employment opportunities and careers by acting as a liaison between students and prospective employers. • Conducts mock interviews, reviews resumes and cover letters, and coordinates other interview related programming in both individual and group settings. • Develops original content for career related publications and assists with the editing and distribution of Career Services communications materials. • Perform other related work as needed.
Qualifications	<p>Education:</p> <p>Minimum requirements include a college or university degree in related field.</p> <p>Work Experience:</p> <p>Minimum requirements include knowledge and skills developed through 2-5 years of work experience in a related job discipline.</p>
Salary/Hours	Full-Time Hybrid
City, State, Zip	Chicago, IL
Application Method	Apply Here: https://uchicago.wd5.myworkdayjobs.com/en-US/External/job/Career-Coach_JR32463
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

UNIVERSITY of **HOUSTON**
GRADUATE COLLEGE of SOCIAL WORK