



University Information

Org/College: [Office of the Provost](#)

Department: Pomerantz Career Center

UI Job Code: PCE2

Pay Level: [4A](#)

Job Function: Academic Support

Job Family: [Educational Support Services](#)

University Classification: Educational Support Services Specialist

Department Information

Org/Dept/Sub-dept #: 02-2140-00000

Position #: 00162962

Working Title (if applicable): Employer Engagement Events Specialist and Career Coach

This Position Reports to (Title/Position #): Sr. Associate Director, Employer Engmt & Events // #00159914

Position Has Administrative Supervision? ☒ No ☐ Yes

Position Information

Position Overview: Provide comprehensive career coaching to undergraduate student population with multifaceted career needs and interests (50% of role). Help students identify and pursue career goals and appropriate educational and experiential preparation. Create, facilitate and evaluate career education workshops. Guide students in the internship/job search/graduate school admission process by assisting them with resumes/cover letters, developing search strategies, networking and interviewing skills. Maintain outreach with assigned academic departments. Collaborate with campus partners including academic departments/faculty. Work with office team and career community coaching partner(s) to help plan, staff and promote events and encourage campus-wide utilization of career services.

Project area (50% of role) will include working with Career Center, campus, and employer colleagues to organize events, educational programs, and other networking interactions for students and employers. This includes planning, implementing and evaluating Career Treks (a student field trip program) and conducting outreach (phone, virtual and in person meeting requiring travel) with employers regarding recruiting for full-time employment and internships through in-person and virtual visits. Assist in the day-to-day operation of the recruiting program as needed including interviews, career fairs, information sessions, presentations, and other campus strategies. This role will be required to travel (including overnight travel) with small groups of undergraduate students to visit employer hosts in Iowa, the Midwest, and potentially national regions across different industries. Organizes and troubleshoots all logistics including student registration, transportation, lodging, meals, collaborating with employer hosts to ensure career exploration and networking opportunities, etc. This role also assists in staffing large and niche career fairs and networking events.

Salary:

Campus Location: Pomerantz Center

Work Modality: Hybrid

Percent Time: 100%

What You Do: (Key Areas of Responsibility)

Enhance and Support Student Educational Experiences and Increase Retention. Foster a Sense of Community and Engagement for Students

- Assists undergraduate students with career decision-making, experiential learning opportunities, and job/internship search strategies.
- Advises, orients and assists students, faculty and staff in the use of occupational and job search resources.

<p>(PCE2): Provide a broad-range of programs and services focused on specific student populations that support the educational experience and retention of current or prospective students. Monitor the academic, career and personal goals/needs of a student and provide individual guidance and assistance. Discern students' needs and arrange for accommodations and services as appropriate. May manage a case load. Compile and prepare reports based on unit goals and make recommendations to the unit.</p>	<ul style="list-style-type: none"> • Reviews, updates and expands career resources covering a wide range of careers, educational/training requirements, job outlook, employment environments, job search aids, career/lifestyle, government information, etc. • Maintains a comprehensive knowledge of complex changes in the workplace and economic outlook as they impact students' career choices, preparation, and employment. • Stays informed of other campus resources that support student success. • Prepares and distributes specialized reports and information as requested.
<p>Student Growth, Development and Success (PCE2): Develop tools and strategies to meet unit goals for learning outcomes with respect to student growth, development and success. Coordinate and/or implement advising strategies and programming that facilitate student growth, development and success. May represent unit on various campus committees, task forces and initiatives. May teach courses focused on student success. May collaborate/coordinate student success programming with other offices or external constituencies.</p>	<ul style="list-style-type: none"> • Serves as a primary contact for assigned departments/colleges to assess career development needs of undergraduate students; creates, implements and assesses workshops/initiatives that meet those needs; and provides feedback that contributes to students' career development and success. • Assists with developing learning outcomes for workshops/initiatives related to student success with multiple departments across campus; plans, executes and assesses a broad range of career development workshops/initiatives aimed at achieving those outcomes. • Plans, executes, and assesses a broad range of career development workshops/initiatives aimed at achieving those outcomes • Provides feedback that contributes to students' career success. • Continually learns and remains current on hiring/graduate school/technological trends and shifting needs of undergraduate students to inform coaching meetings and programming strategies.
<p>Establish and Maintain Relationships with Partners to Provide Educational Support Services. Partners Include on-campus Units and External Agencies (Local, State, National and International) (PCE2): Plan, organize and coordinate projects and events with partners to meet program goals. Coordinate communication with partners. Collaborate with partners to maximize resources and connections.</p>	<ul style="list-style-type: none"> • Builds and maintains relationships within assigned campus departments and serves as a liaison to internal and external entities, including university faculty in academic areas and employer partners, to support student career development. • Collaborates with Pomerantz Career Center colleagues, campus partners, and external employers to connect students with regional and national networks, and to support campus outreach and engagement efforts. • Develops, plans, and facilitates professional and career development workshops with stakeholders aligned with office priorities and student needs. • Participates in employer outreach and relationship management, including site visits, "Recruiting at Iowa" consulting calls, and events such as Career Treks, webinars, and networking-focused programs to increase employer presence at The University of Iowa (up to 15-18% of role requires travel in and out of state). • Supports the day-to-day operations of the on-campus and virtual recruiting program, including scheduling and logistics for 3,000+ interviews, 100+ information sessions, and classroom presentations annually. • Specializes in employer recruiting best practices for full-time roles and internships across all sectors including start-ups, and non-profits; stays informed on current recruitment, hiring, and retention trends to advise employers effectively.

	<ul style="list-style-type: none"> • Acts as content specialist for the Handshake recruiting system, assisting with reporting, scheduling, approvals, and resource management. • Actively participates in Employer Team meetings as well as Career Coaching meetings and contributes to office and campus-wide initiatives as appropriate.
Initiation and Planning (PAE2–Project Coordinator) <i>Work with project sponsors to develop business case. Develop and maintain Project Charter, Stakeholder Register, and Project Management Plan including Scope Statement, Project Schedule, project requirements, deliverables, etc. Assemble project team, assign individual responsibilities, identify resources, and develop schedules to ensure timely completion of project. Estimate costs, develop project budget, identify resources, document issues, and develop risk register.</i>	<ul style="list-style-type: none"> • Plans, coordinates, and facilitates all Career Trek events, including developing event plans with themes, agendas, venues, and logistics such as staffing, transportation, equipment, and risk management. • Manages event communications and scheduling, ensuring timely updates to stakeholders, employer partners, and facility providers, and maintaining accurate records in Handshake including event creation, invitations, and attendance tracking. • Oversees event execution and resource planning, assessing staffing and volunteer needs, creating checklists for multiple concurrent events, and ensuring alignment with office objectives. • Conducts outreach (virtual and in-person visits) and relationship-building with employer partners, including developing prospect lists, scheduling meetings, and coordinating in-person visits across Iowa, the Midwest, and nationally to support Career Center initiatives. • Evaluates event success using learning objectives and assessment techniques to inform future planning and continuous improvement. • Collaborates with marketing team to coordinate marketing, social media, and PR needs/efforts for upcoming events. • Attend scheduled marketing team meetings. • Prepares initial ideas of target student populations for promotion of events/treks as well as target market for participating employers for treks and other events. • Monitors and manages expenditures to maintain budget for assigned events for planning purposes. • Collaborates with partner units to ensure requisite funding for assigned events is communicated and shared in timely manner.

Universal Competencies

Collaboration/Positive Impact: <i>Ability to work with a variety of individuals and groups in a constructive and civil manner and utilize existing resources and learning to achieve or exceed desired outcomes of current and future organizational goals/needs.</i>	Proficiency Level: WORKING <ul style="list-style-type: none"> • Shares appropriate information/feedback openly, professionally, and respectfully. • Models open, respectful, accepting, and supportive behaviors with team members. • Maintains productive work relationships while considering multiple perspectives and using effective conflict resolution practices. • Aligns expectations for self and team to achieve work objectives and overcome obstacles.
Service Excellence/Customer Focus: <i>Ability to meet or exceed customer service needs and expectations and provide excellent service in a direct or indirect manner. Ability to effectively transmit and interpret information through appropriate communication with internal and external customers.</i>	Proficiency Level: WORKING <ul style="list-style-type: none"> • Enhances service by seeking ways to add value to customer interactions/services. • Demonstrates sincere concern and takes responsibility when a customer complains, even if the cause of the problem lies elsewhere. • Listens to feedback without defensiveness and uses it to enhance communication effectiveness. • Communicates in alternative ways to accommodate different listeners.

<p>Welcoming and Respectful Environment: <i>Ability to foster a welcoming and respectful workplace environment while recognizing personal differences. Ability to work with a variety of individuals and groups in a constructive and respectful manner while appreciating the importance of a workforce that benefits from the talents of all people across multiple characteristics, including: race, creed, color, religion, national origin, age, sex, pregnancy (including childbirth and related conditions), disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, or associational preferences.</i></p>	<p>Proficiency Level: WORKING</p> <ul style="list-style-type: none"> • Maintains productive work relationships while considering multiple perspectives. • Resolves cross-cultural conflicts effectively. • Understands and describes the unit's commitment to creating a workplace environment where people of all backgrounds and perspectives feel welcomed and appreciated, and the reasons for its importance. • Contributes to a welcoming and respectful workplace environment as described above.
<p>Staff members are expected to meet reasonable standards of work quality and quantity, as well as expectations for attendance established by their supervisor. Staff members are also expected to comply with policies governing employee responsibilities and conduct, including those contained in the University Operations Manual</p>	
<p>How You Do Your Job: (learn about competencies and proficiency levels here)</p>	
<p>Decision Making and Critical Thinking (PCE): <i>Understanding of the issues related to the decision-making process; ability to analyze situations fully and accurately and reach productive decisions.</i></p>	<p>Proficiency Level: WORKING</p> <ul style="list-style-type: none"> • Assists in assessing risks, benefits, and consideration of alternatives. • Participates in documenting data, ideas, players, stakeholders, and processes. • Applies an assigned technique for critical thinking in a decision-making process. • Recognizes, clarifies, and prioritizes concerns. • Identifies, obtains, and organizes relevant data and ideas.
<p>Relationship Management (PCE): <i>Ability to establish and build healthy working relationships and partnerships with colleagues within and external to own unit, those to whom services are provided, vendors, the public, regulatory/governmental agencies, etc., all of whom may be seen as "customers" or receivers of services provided by the University.</i></p>	<p>Proficiency Level: WORKING</p> <ul style="list-style-type: none"> • Demonstrates a collaborative style when working with students, colleagues, campus partners, and employers. • Monitors satisfaction levels on a regular basis. • Alerts own team to problems in satisfaction. • Ensures prompt and effective response to requests and interactions from stakeholders. • Works with stakeholders to address critical issues and resolve major problems.

Resource Management (PCE): <i>Plans, mobilizes, and distributes resources to fulfill business objectives and plans.</i>	Proficiency Level: WORKING <ul style="list-style-type: none"> • Specifies the critical resources required to accomplish the team's objectives. • Initiates requests for required resources. • Allocates team resources responsibly and equitably. • Calculates resource usage to set a baseline for comparison. • Surfaces opportunities to improve resource utilization.
Project Planning and Organization (PAE): <i>Knowledge of tools and techniques for planning, estimating, resourcing and scheduling projects</i>	Proficiency Level: WORKING <ul style="list-style-type: none"> • Organizes and monitors assigned events. • Tracks progress and ensures timely completion. • Communicates and collaborates with participating stakeholders • Works with internal record-keeping on employer visit notes and other pre- and post-visit processes
Marketing Tasks and Activities (PMM): <i>Knowledge of and ability to identify customer needs and arrange goods and services to fulfill those needs.</i>	Proficiency Level: WORKING <ul style="list-style-type: none"> • Performs work within a marketing function or department. • Adheres to organizational standards and procedures for the current marketing plan. • Researches locally relevant marketing plans and strategies and their purpose and intent. • Implements marketing support tools and vehicles. • Assists in documenting organization-specific practices for developing a marketing plan.
Career Counseling (PCE): <i>Knowledge of career development counseling and the ability to provide career advice and coaching to students.</i>	Proficiency Level: WORKING <ul style="list-style-type: none"> • Provides general career advice and coaching for assorted topics like resume writing, interview skills, etc. • Assists students in organizing ideas for their career and occupation; assists in planning career paths. • Helps students align career priorities with their interests, skills, values, providing alternative career path options for exploration. • Suggests and assists students with career assessment results and next steps for exploration and decision-making. • Assists students with employer interactions, e.g., career fair support, networking, and professionalism.
Facilitating Student Development, Success, and Outcomes (PCA): <i>Knowledge of and ability to work developmentally with students; ability to promote student learning, development, and success by utilizing effective coaching approaches adapted to individual student situations.</i>	Proficiency Level: WORKING <ul style="list-style-type: none"> • Plans, organizes, and manages student appointments to enhance development and learning outcomes • Reviews students' career knowledge and progress and assesses the developmental or learning issues that impact growth. • Provides feedback to students and recommends specific activities and resources that aid/guide development. • Applies appropriate skills to students' interactions based upon stage of development, situation, etc. • Records the results of student appointments and corresponding follow-up measures.

Communicating for Effective Relationships (PCA): <i>Knowledge and application of communication techniques and relationship building skills that develop the ability to work with a variety of individuals and groups in a constructive and collaborative manner</i>	<p>Proficiency Level: WORKING</p> <ul style="list-style-type: none"> • Demonstrates an understanding of alternative points of view. • Explains issues in alternative ways to accommodate different listeners. • Demonstrates both empathy and assertiveness when communicating a need or defending a position • Employs appropriate methods of facilitating collaborative communication. • Works with others to address critical issues, resolves problems, and persuade or influence toward appropriate resolutions. • Makes oral presentations and writes reports needed for own work. • Delivers helpful feedback that focuses on behaviors without offending the recipient.
Position Qualifications: <i>(for recruiting purposes only, fill when replacing position)</i>	
Education (or equivalency) Required	<p>A Master's degree in Student Affairs, Counseling, Higher Education, or related field, or a bachelor's degree with equivalent combination of training and experience providing a comparable level of expertise.</p>
Experience Required	<p>Reasonable experience (1-3 years) of advising, coaching, teaching, training, counseling, career services, or other in a related academic or helping profession.</p>
Competencies Required	<p>Demonstrates a WORKING proficiency level in:</p> <ul style="list-style-type: none"> • Knowledge and ability to provide career advice, coaching, and assistance with career decision-making and internship/job search preparation, search and strategy. • Effective communication and the ability to build and maintain relationships with individuals and groups. • Ability to plan, manage and facilitate educational/instructional workshops, programs or related initiatives. • Ability to work collaboratively to organize, execute and evaluate events involving multiple stakeholders • Ability to think creatively and develop/pilot new methods of meeting the changing career needs/expectations of undergraduate student population.
Special Qualifications Required	<ul style="list-style-type: none"> • Must be available to travel within IA and outside of IA for events and employer outreach visits (up to 15-18% time). Some overnight travel, evening, and weekend work required. • The ability to move boxes and materials up to 40 lbs. • A valid driver's license and the ability to meet the University Driving Policy requirements.
Desirable Qualifications	<p>Demonstrates a WORKING proficiency level in:</p> <ul style="list-style-type: none"> • Experience working 1:1 and/or in groups with college students. • Familiarity/experience with career assessment tools.