

Academic Hourly – Career Services Coordinator
School of Information Sciences
University of Illinois at Urbana-Champaign

The School of Information Sciences (iSchool) seeks applicants for the position of Academic Hourly – Career Services Coordinator. The Career Services Coordinator will assist in the management of career services and serves as a liaison to iSchool faculty, campus units, and organizations outside the University.

Illinois is a world leader in research, teaching, and public engagement. We serve the state, the nation, and the world by creating knowledge, preparing students for lives of impact, and addressing critical societal needs through the transfer and application of knowledge. Illinois is the place where we embrace difference. We embrace it because we value it. Illinois is especially interested in candidates who can contribute, through their research, teaching, and/or service, to the diversity and excellence of the Illinois community.

Major Duties and Responsibilities:

Career Advising:

- Deliver one-on-one advising via in-person and phone appointments, including career exploration, gaining experience, and preparing for a successful job search.
- Deliver programs (workshops, events, etc.) to help students explore career opportunities, identify pathways to various careers, and make a successful transition to employment.

Experiential Learning:

- Manage the iSchool Practicum course which includes working with students, practicum site supervisors, and faculty supervisors to ensure quality-learning experiences.
- Manage Curricular Practical Training (CPT) for international students on F-1 visas in graduate programs.
- Manage the Apprenticeship program for MSLIS students.

Administrative:

- Author and edit content for the iSchool Wiki.
- Manage iSchool Career Services social media accounts.

Position Requirements and Qualifications

Education:

- Required: Masters degree in any Information Science, Education or related field
- Preferred: Masters degree in any Information Science field

Experience:

- Required: Familiarity with graduate education; interest in the information sciences job landscape Preferred: Familiarity with career or academic advising

Training, Licenses or Certifications:

- Required:
- Preferred:

Knowledge Requirements:

- Required: Excellent communication skills including verbal and writing; willingness to take initiative; experience working with diverse populations
- Preferred:

To Apply:

Please submit your resume and cover letter to Meg Edwards at mbedward@illinois.edu by August 1, 2019. For further information about this specific position, contact Candy Edwards at clward@illinois.edu or 217 244-3809.