



<http://www.vpul.upenn.edu/careerservices/>

Position: Part Time Career Advisor, Graduate Students and Postdoctoral Fellows Advising Team
Department: Career Services, University of Pennsylvania

Location: Philadelphia, PA

Hours: 14/week, schedule to be determined

Start date: early July 2016

Salary: hourly; compensation commensurate with experience

Apply with resume and cover letter (preferably in single pdf attachment) to rlurie@upenn.edu. No phone calls please.

Duties:

Advise graduate students, postdoctoral fellows, and alumni in six graduate schools and programs (Graduate Arts and Sciences, Annenberg School for Communication, School of Design, Wharton Doctoral Programs, SEAS Doctoral Programs, and Master's/Doctoral programs in Perelman School of Medicine) in all facets of career planning and employment-related activities. Plan and offer workshops and speaker programs. Assist with website management, write and develop content for website, social media and other resources. Help plan and implement career fairs. Work directly with employers on recruitment activities and experiential opportunities involving students, including distributing internship/job postings, coordinating information sessions on campus or online.

Qualifications:

A Master's Degree is required, Ph.D. preferred, and 2 years of experience or equivalent combination of education and experience. Excellent advising skills with the ability to work with graduate students, postdoctoral fellows and alumni who are applying to a variety of careers, and with faculty and university administrators. Outstanding presentation and writing skills suitable for diverse audiences. Strong organizational skills. Ability to organize and implement programs, workshops and special events. Ability to assimilate and retain large volumes of information on career fields. Knowledge of specific fields such as academic careers, science careers, the expanded job market for Ph.D.'s, as well as design careers a plus. Collaborative style, and the ability to take initiative important. Ability to juggle multiple priorities. Flexible in adapting to new systems and responsibilities.