

NOTICE OF VACANCY

POSITION TITLE: Career Readiness Specialist

SALARY: Competitive salary commensurate with experience.

REPORTS TO: Director of Student Success

BENEFITS: Institutional fringe package includes pension plans, life, health, dental and vision insurance, and paid time off.

POSITION DETAILS: Full-time

HOURS: Monday-Friday; 8:00AM to 5:00PM

START DATE: To be determined.

SUPERVISORY DUTIES: N/A

ABOUT USAO: The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education “to provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. The experience will feature interdisciplinary team-teaching and will extend throughout the undergraduate experience.” To support this charge USAO is directed “to assemble a faculty whose interests, knowledge, and experiences transcend their specialized fields of graduate study and who are dedicated to liberal arts education.” For more information about USAO, see www.usao.edu.

POSITION SUMMARY:

The Career Readiness Specialist (CRS) facilitates the pathway between student education and career opportunities. The CRS actively engages with students, providing personalized guidance and preparation to enter the workforce. Coordinates job placement with employers, conducts assessments of student success in the workforce, and compiles and tracks data to measure effectiveness. This position is a collaboration between Redlands Community College and the University of Science and Arts of Oklahoma, offering a distinctive platform to positively influence students within diverse academic environments.

RESPONSIBILITIES:

- Coach and advise students on career planning, job seeking skills and industry trends to effectively prepare them to gain employment upon graduation.
- Conduct workshops, seminars, and other training sessions on resume writing, interview techniques, job search strategies, and professional networking.

- Responsible for information tracking and best practices for partner relationship building related to clinicals, internships, externships, and job shadowing, including building and nurturing partnerships with business and industry.
- Foster positive relationships with community leaders, including business owners, non-profit organization representatives, and tribal governments to enhance opportunities for internships, externships, and job placement opportunities.
- Work directly with career tech centers to facilitate partnerships and student career transfer opportunities.
- Coordinate and participate in job fairs and career networking events
- Track and report on the effectiveness of career readiness programs and student outcomes.
- Collaborate with faculty and staff at both institutions to integrate career readiness skills into the curriculum.
- Stay updated on job market trends and employer needs to ensure relevance of the services provided.

QUALIFICATIONS, EDUCATION & EXPERIENCE:

- Bachelor's degree in Counseling, Education, Business, or a related field; Master's degree preferred.
- Three or more years of experience in career services, counseling, or a related area.
- Strong understanding of career development theories and coaching strategies.
- Excellent communication and interpersonal skills, with the ability to work effectively with diverse student populations.
- Proven ability to organize, multitask, and manage time effectively.
- Experience with career counseling software and job placement tools.
- Ability to travel between campuses as needed.

TO APPLY:

Complete the USAO application at (<https://usao.edu/about/personnel.html>). Upon completing the USAO application, please attach a letter of interest, detailed resume, 3 professional/academic references, and any necessary transcripts to hr@usao.edu.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.