

STEM Career Coach Virginia Union University

The Virginia Union University School of Mathematics, Science, and Technology has a vacancy for a STEM Career Coach who will help undergraduate majors in Mathematics, Computer Information Systems, or Cybersecurity focus their curricular and extracurricular activities on defined career goals. Initial appointment will be for one year, with possible extension depending on funding.

The successful candidate will be part of a two-person team that will help each VUU-STEM student choose a career path within their discipline, and will assist students in identifying specific skills and extracurricular activities that are required for a successful start of that career after graduation. Coaches will advise students on how to submit successful applications for internships, graduate/professional schools, or jobs, and if necessary will refer students to VUU student support services to sharpen writing, presentation, and/or interview skills. In addition, Career Coaches will follow trends in the job market, will hold workshops, organize seminars, network with local high schools, graduate schools, employers, and alumni, and will maintain professional relationships to actively promote career opportunities for all VUU-STEM students.

Qualifications:

Qualified candidates will have a Bachelor's degree, either in a STEM field (preferred), or in social work, psychology, or counseling; a Master's degree in one of these fields, or specific training in career coaching, is desirable. In addition to excellent interpersonal and communication skills, successful candidates will have first-rate time management, data management, and problem solving skills.

Contact:

Applicants should submit a cover letter, resume, transcripts, and the names and contact information of three professional references to the Office of Human Resources at Resumes@vuu.edu. Review of applications will begin immediately, and applications received before March 20, 2017, will receive full consideration. Successful applications should be able to start employment as soon as possible and no later than August 2, 2017.