

Salisbury University Career Services Office

Salisbury, Maryland

CAREER CONNECTIONS ID #####

About the Salisbury University Career Center

The Salisbury University Career Services Office provides comprehensive services to current students and alumni. Our goal is to help students make a successful transition from education to the world of work. Our office provides the following services: Career Advising Appointments, Choosing a Major and Minor, What Can I do With my Major?, On-Campus Student Job Listings, Part-time/Summer Job Alerts, Career/Job Alerts-Full-time Positions after Graduation, Internships Assistance Graduate School Information & Assistance, Job/Internship Fairs, Job Resources, On-Campus Corporate Recruiting Online Mock Interviews, Resume Information, Cover Letters Critiques, Volunteer Center, Online Database of Employers & Job Openings, Network of Alumni Mentors, Career/Job Search Class and more.

To learn more about us, please visit: <http://www.salisbury.edu/careerservices/welcome.html>

Position(s) Available	Career Coach
Hours	8 am to 5 pm-Monday through Friday
Location	Salisbury University Career Center The Guerrieri Student Union 1101 Camden Avenue Salisbury, MD 21801 (410) 543-6075 (Approximately 85 miles east of Washington, DC)
Position Requirements	<p>Assess individuals' suitability for different occupations and help prepare them for specific occupations. An undergraduate degree and experience in a relevant field experience along with good communication, organization, and analytical skills are required.</p> <p>Career Coaches offer career related professional development and guidance to SU students and alumni. They help clients identify and realize career goals through personal consultation. Many secondary and post-secondary schools employ career coaches, as do various organizations and businesses; self-employment is also an option for this profession.</p> <p>Career Coaches assist their clients in identifying personal goals, developing leadership skills and planning career moves. Daily duties may include helping clients hunt down new employment opportunities, providing feedback on resumes or cover letters and strategizing for a successful job interview. They also hold workshops, network and maintain relationships to actively promote career opportunities.</p> <p>There is 1 Career Coach position available through Salisbury Universities' Career Services Office. The start date will be June 15, 20XX or sooner dependent on the candidates schedule.</p> <p>If you have any questions, please don't hesitate to call or email the Salisbury University Career Services Office. Joe Smith - Career Services Director seagulls@salisbury.edu 410-555-1234</p>
How to Apply	Please email your resume, cover letter and 3 references to Joe Smith, Career Services Director - seagulls@salisbury.edu
Education Requirements	Bachelor's degree in counseling, business or a related field

Who Should Apply

Anyone interested in helping and assisting young, talented college students. If you have any experience in this field or a related field, please do not hesitate to apply.