

From: mcda-owner@lists.umbc.edu on behalf of Susan Gordon [gordon@american.edu]
Sent: Wednesday, January 07, 2009 5:22 PM
To: mcda@lists.umbc.edu
Subject: [mcda] Career Advisor Opening at American University

Greetings all,

I am pleased to advertise our opening for a Career Advisor in American University's Career Center. This position specifically is for advising students in the College of Arts and Sciences. Please read the announcement, below, and feel free to forward as appropriate.

Thanks!

POSITION ANNOUNCEMENT

CAREER ADVISOR

American University Career Center

Description:

The American University Career Center is seeking a full-time Career Advisor to advise undergraduate and graduate students in the College of Arts and Sciences (CAS) on a wide range of career issues including self-assessment, decision-making, internships and job search strategies. In order to serve the diverse interests of CAS majors (e.g., from anthropology, biology, and computer science to history and literature), the Advisor will become familiar with a variety of career fields, internship opportunities, develop employer contacts, conduct employer site visits, and remain up-to-date on employment trends. Other responsibilities include: working with undecided majors, serving as a liaison to the Academic Advisors in CAS, providing interview preparation for pre-med students, developing online and hardcopy resources, reaching out to faculty, designing new programs for students and marketing those programs effectively. The Career Advisor will serve on Career Center teams and committees as appropriate.

The Career Advisor reports to the Director of Career Development. The Career Advisor will work closely with the Advisor team, Outreach and Marketing, the Office of Merit Awards and Administration. The Center serves a diverse population of nearly 5,000 undergraduate students and more than 3,000 graduate students as well as alumni. For more information on the Career Center, please visit our website: www.american.edu/careercenter.

Qualifications:

Master's degree and three to five years of progressive professional experience required; college student advising and internship experience preferred. Must have the ability to function in a fast-paced, team-oriented environment. Position requires strong communication and computer skills and excellent interpersonal, teamwork, and presentation skills.

Knowledge of premedical application process a plus. Demonstrated ability to interact with students, employers, faculty, and other constituents is required. Experience interpreting the Myers-Briggs Type Indicator and Strong Interest Inventory is preferred.

We are a highly motivated, team-oriented office.

To Apply:

Candidates should view the university's outstanding benefits package on our web site at www.hr.american.edu. This position, 929 Career Advisor, is posted on the HR website. To apply, please send a resume and cover letter referenced to Position 929 Career Advisor at careers@american.edu. EOE

 Sue Gordon, MS, NCC
 Director of Career Development
 Career Advisor, College of Arts and Science and Pre-Health Advisor
 American University Career Center

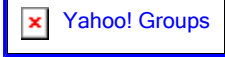
202-885-1822

My office hours are 9:00-6:00 M,Tu,Th, 12:00-8:00 Wed, and 9:00-1:00 F

[Messages in this topic \(1\)](#) | [Reply \(via web post\)](#) | [Start a new topic](#)
[Messages](#) | [Files](#) | [Photos](#) | [Links](#) | [Database](#) | [Polls](#) | [Calendar](#)

MARKETPLACE

[From kitchen basics to easy recipes - join the Group from Kraft Foods](#)



[Change settings via the Web](#) (Yahoo! ID required)

Change settings via email: [Switch delivery to Daily Digest](#) | [Switch format to Traditional](#)

[Visit Your Group](#) | [Yahoo! Groups Terms of Use](#) | [Unsubscribe](#)

Recent Activity

[Visit Your Group](#)

New business?

[Get new customers.](#)

List your web site

in Yahoo! Search.

Yahoo! Groups

[Dog Lovers Group](#)

Connect and share with

dog owners like you

Group Charity

[GiveWell.net](#)

Identifying the

best non-profits

