

WASHINGTON STATE
OPPORTUNITY
SCHOLARSHIP

Position: Senior Career Development Advisor
Reports to: Baccalaureate Program Manager
FLSA Status: Exempt
Category: Regular, Full-time
Location: Seattle, WA
Salary Range: DOE, \$59,000 to \$69,500

SUMMARY:

Across the state, Washington has more science, technology, engineering, math (STEM) and health care jobs than it can fill, yet our higher education system cannot keep up with the demand for skilled employees. The Washington State Opportunity Scholarship (WSOS) is a unique, public-private partnership designed to address our talent shortage. WSOS fuels the state's economy by providing scholarships and a continuum of support services to low- and middle-income students who are pursuing a graduate degree, bachelor's degree, associate degree, certificate, or apprenticeship in a high-demand trade, health care or STEM program in Washington state.

Reporting to the Baccalaureate (BaS) Program Manager, the Senior Career Development Advisor leads all BaS Scholar career readiness activities, specifically during Scholars' third through fifth years of college. For third-year Scholars, the Senior Career Development Advisor is responsible for ensuring every Opportunity Scholar has the opportunity to connect with an industry volunteer mentor via the WSOS Skills that Shine platform. Mentor recruitment and support is provided through strong collaboration with the WSOS Industry Engagement and Baccalaureate Program Managers, with the Senior Career Development Advisor owning the working strategy and resources that drive the Scholar experience of the mentorship. In addition to supporting Scholars participating in the Skills that Shine program, the Senior Career Advisor will oversee, monitor and continuously improve career development resources and campus-based partnerships for third- through fifth-year Scholars.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES:

- Support statewide Scholar programming through mentoring curricula and other resources emphasizing career readiness skills, including career planning, post-baccalaureate academic planning and soft skills (resume building, networking, interviewing, etc.)
- Collaborate with the Scholar Lead team to support Scholars' transition from academic persistence programming to career development programming
- Lead career development for third-year Scholars by creating the content for and project managing the WSOS Skills that Shine 21st century online curricula and the continual improvement of the relevancy and accessibility of content
- Manage the Scholar experience and encourage Scholar participation throughout the Skills that Shine program in collaboration with the Industry Engagement Manager to support the mentor experience

- Develop a deep understanding of high-demand industry sectors by building connections with employers (statewide) and professional societies while learning recruitment strategies and common career trajectories for rising professionals
- Monitor and track Scholar progress and outcomes in the WSOS Scholar database
- Initiate, manage, implement and assess the continuous improvement of career-development-related strategies, programs and initiatives for third- through fifth-year Scholars
- Offer Scholar support at employer and organizational events as requested

PREFERRED QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES:

Education and Experience

- Bachelor's degree or equivalent experience
- Progressively responsible experience primarily in the nonprofit sector or within higher education career advising; preferably within employer partnerships or progressively responsible experience in a project management role with a STEM organization

Core Competencies

- Able to thoughtfully consider and embrace new ideas and different perspectives
- Focuses on accomplishing team goals rather than a personal agenda
- Communicates goals, objectives and strategies frequently and aligns them with work and tasks
- Regularly reflects on challenging situations as opportunities to identify learning opportunities; engages others in reflection
- Proactively and independently identifies potential challenges
- Awareness of inequities that exist at multiple levels+ (personal, interpersonal, organizational, and systemic)

Knowledge of:

- Practical strategies to increase postsecondary success and understanding of career advising and job placement methods when working with undergraduates
- Designing, optimizing and implementing content to aid in developing career skills for undergraduates
- Tactics for: crafting effective resumes and LinkedIn profiles; strong performance during interviews and networking events; and finding relevant jobs and internships in field of study
- Systems of power and oppression and how they impact the lived experience of students of color, first-generation college students, and students from low-income families
- High-demand (leading or up-and-coming) industry sectors in the state of Washington, particularly those that leverage the advancement of STEM and health care

Skill in:

- Communication including, but not limited to, verbal, written, and public speaking

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- Designing and developing training materials and content, especially online/e-learning modules, online tutorials, knowledge assessments, and other training materials
- Tracking details, prioritizing and managing projects simultaneously to meet deadlines
- Analytical problem solving including the ability to think critically, conduct research, analyze program options, and clearly explain alternatives
- Leveraging technology and other creative solutions to enhance productivity and grow efficiencies

Ability to:

- Communicate clearly, respectfully and promptly with staff, community members and Scholars via email, text, mass texting, phone, video conference, and in-person
- Competently and confidently promote the WSOS program and its impact among Scholars with external partners
- Travel and work alternative schedules as needed, including evenings and weekends
- Track and report monthly expenses reliably and responsibly
- Thrive working independently and under supervision in an energetic, fast-paced team environment
- Balance competing priorities, work under pressure, complete tasks on time and be responsive in a cross-functional workspace

LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS:

- Valid state driver's license or identification card
- Access to reliable transportation for business travel
- Proof of automobile insurance if using a personal vehicle for business travel
- Complete a criminal background check absent of offenses impacting ability to perform in the role

WORK ENVIRONMENT:

- Occasional lifting of up to 20 pounds; regular walking, sitting, bending, twisting, and reaching
- Open to dialogue about issues related to diversity, equity, and inclusiveness
- Completing work consistently on a personal computer
- Typical office environment with moderate noise levels from standard office equipment
- Travel within the state of Washington up to 25% of the time

BENEFITS:

- Competitive salary commensurate with experience
- Health, dental, vision and prescription coverage; long-term disability, short-term disability and life insurance
- Paid time off (PTO) and holidays
- Matching 401(k)

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HOW TO APPLY:

The position will remain open until filled. To apply, please send all of the following documents:

- Cover letter outlining your interest in the position
- Resume highlighting relevant aspects of your experience
- Personal diversity or equity statement (maximum of 300 words): *The purpose of this statement is to identify candidates who have professional skills, experience and/or willingness to engage in activities that would enhance organizational and educational equity.*

Please email the above to jobs@waopportunitiescholarship.org

Equal employment opportunities and diverse staffing are fundamental principles of WSOS. To learn more about the Washington State Opportunity Scholarship, please visit www.waopportunitiescholarship.org. People who have personal experience as a first-generation, under-resourced or underrepresented student like the majority of those WSOS serves are especially encouraged to apply.