Kansas State University
Career Coach Position Announcement

The Kansas State University College of Business Administration is seeking an individual with significant experience in recruiting and human resources to fill the position of Lead Career Coach. The Lead Career Coach will be responsible for benchmarking best-in-class processes nationally and recruiting a team of discipline-specific coaches to establish a world class career preparation center for students.

Responsibilities include:

Program Development and Administration
- Benchmark best-in-class career preparation processes nationally. Work with College of Business Administration faculty and staff, including Professional Advantage, Executive Mentor, and undergraduate student services, as well as other Career Services at K-State, to develop a strategic plan for a world-class career preparation center for students.
- Work together with Professional Advantage staff and potential employers to provide student professional development experiences that will increase student career preparedness.
- Establish an infrastructure that works in tandem with Professional Advantage to provide individual students coaching on career selection, preparation, resume and skill development and managing skills assessment in areas such as writing, interviewing and resume development to assure students have skill levels consistent with their chosen profession.
- Following a strategic plan, hire Career Coaches and other administrative staff who will work with faculty and other College of Business and K-State staff to provide students with industry-relevant career guidance in preparation for placement using services provided by Career and Employment Services.

Employer Relations
- Together with Career and Employment Services staff, develop and maintain relationships with a wide variety of organizations for the purpose of placing students in internships and full time positions. This includes visiting organizations to assess their needs and to allow effective matching with student skills and preparation.
- Organize an advisory group of national business recruiting leaders to provide guidance for career support.

Teaching
- Teach a portion of the GENBA 110 “Business Foundations” class for all new students to help them develop meaningful career expectations and a roadmap for career preparation throughout their college experience.

Student Recruitment
- Support the recruitment process for new students to highlight the benefits of early career preparation for student success by organizing summer experiences for high school students.

Other
- Attend Director meetings, participate in personal professional development, support College of Business Administration strategic plans with student success as the primary mission.

Required Qualifications:
- Master’s Degree
- 7 years of progressive career experience in recruiting, human resources, or related areas
- Experience managing a team of professionals
- Experience interacting with a variety of businesses and an understanding of their employment needs
- Excellent interpersonal skills for interacting with both professionals and students
- Ability and willingness to travel for the purpose of developing relationships with employers
- Ability and willingness to work non-traditional work hours (evenings and weekends) when necessary

Preferred Qualifications:
- 10 years of progressive career experience in recruiting, human resources, or related areas
- Experience and success in career or professional coaching or training Experience interacting with a variety of businesses and an understanding of their career preparation needs.
- Excellent interpersonal skills for interacting with both professionals and students.
Salary: $120,000 - $140,000 commensurate with experience and qualifications

The University and College of Business Administration:
Kansas State University is a state-supported institution of more than 24,000 students. The University is recognized for the quality of its academic programs and for consistently producing winners of top national scholarships. The 668-acre main campus is located in beautiful Manhattan, Kansas, a community nestled in the Flint Hills of Northeast Kansas. The College of Business Administration is one of 10 Colleges on the main campus, with an enrollment of 2,675 undergraduate and graduate students. The 61 full-time faculty members are spread across four academic departments: Accounting, Finance, Management, and Marketing. The College is accredited by AACSB at the bachelors and masters level in both business administration and accounting.

The College has a well-established student support system with a professional academic advising staff including a director, six academic advisors and three support staff. The Professional Advantage and Executive Mentor programs, staffed by four professionals, interact with alumni and employers to provide employer-led student development seminars and to match students with executive mentors with seven or more years of experience. A University-wide Career and Employment Services organization provides a single point of contact for employers across the university for job posting, matching employers and students, and on-campus interviews.

Kansas State University is located in Manhattan, KS in the rolling Flint Hills approximately 100 miles west of Kansas City. Manhattan has a population of 52,000 residents. The surrounding area offers excellent opportunities for outdoor activities such as camping, boating, hunting, fishing, hiking and biking. Mostly as a result of the university’s influence, cultural and sporting events are at a level of frequency and quality rare in cities of this size. Further, Manhattan offers affordable housing, extremely strong elementary, middle, and high school programs, and a crime rate one-half the national average. In short, Manhattan offers a variety of urban amenities yet retains the best qualities of a small university town. For more information, visit our Web site at: http://www.cba.ksu.edu

Appointment: This is a 12 month, full-time regular appointment, reporting to the Associate Dean for Academic Programs, Dr. Stacy Kovar. This is not a tenure-eligible position.

Employment Policy: Kansas State University is an Equal Opportunity Employer of individuals with disabilities and protected veterans. Background check required. Kansas State University actively seeks diversity among its employees.

Application: Submit letter of interest, resume, and three professional references as one .pdf file via e-mail to Ms. Olivia Law-DelRosso, ProAdvantage@ksu.edu. Please put “Career Coach Application” in the subject of the message.

Screening of applications begins December 1, 2014 and continues until the position is filled.

Questions regarding this position should be directed to:
Olivia Law-DelRosso
Director, Professional Advantage
College of Business Administration
785.532.3982
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