

Job Opening

Title: Career and Professional Development Associate (Part-Time/Temporary)
Employer: Yale School of the Environment
Office of Career and Professional Development
Term: 22.5 hours per week for 6 months
Start Date: ASAP
End Date: May 31, 2022
Location: 195 Prospect Street, New Haven, CT (Kroon Hall)
Compensation: \$29.23/hr. Health insurance/benefits not included.
Application deadline: Rolling until filled. Early applicants encouraged.

Send resume and cover letter directly to: kevin.doyle@yale.edu

Details, and a full job description, are directly below.

Background

The Yale School of the Environment (YSE) is seeking a temporary, part-time Career and Professional Development Associate (hereinafter “Associate”) for the Office of Career and Professional Development (OCPD) who can work through May 31, 2022.

Tasks and Responsibilities

Career Services Management System (YSENext)

This position will manage many of its programs through an online platform called YSENext. These activities include, among other things:

- the YSE book of student resumes;
- intake, curating and posting of jobs received from employers;
- advertising and registering people for OCPD events;
- frequent emails to student groupings;
- employer databases and communications;
- creating and managing the scheduling structure for advising sessions;
- and other functions.

Managing YSENext – including supervision of one or more student workers to assist – is one of the most important parts of the Associate’s job, and is essential to the success of the OCPD in meeting its goals for the year. YSENext sits on a platform created by GradLeaders, and knowledge of this platform, or similar ones (Symplicity, 12Twenty) would be helpful.

Summer Experience Program Management

All first year YSE master's students must complete a summer experience (either an "internship" or a research project) of 10-12 weeks between their first and second years in order to graduate. The OCPD provides a deep level of support to all 100+ first year students – and to the dozens of employers who connect with us each year seeking candidates for summer positions. The OCPD is also the front-line support center at YSE for assisting students in securing supplementary funding for their summer experiences from a wide variety of available funding sources.

The Associate will serve as the primary assistant at OCPD for supporting all aspects of the summer experience program, with the goal of assuring that all 1st year students secure and complete an acceptable summer experience, including funding assistance, as appropriate. The Associate will work closely with other staff members on these activities.

Employer Engagement Support

In addition to reviewing and posting job opportunities to YSENext, the Associate will be responsible for helping to maintain existing employer relationships, and (as time allows) establishing new ones. This position will help identify employers posting jobs appropriate for the YSE student community and connecting with those employers to build strong relationships.

Team and Individual Meetings

The Associate will meet with the Executive Director not less than once a week for individual check-in supervisory meetings, and not less than once a week for OCPD team meetings. As needed and requested, the Associate will meet with the Senior Associate Director and/or the Administrative Assistant to stay coordinated on specific projects and programs.

Qualifications

Minimum Requirements

- Bachelor's degree
- 2-3 years of professional experience
- Proven attention to detail
- Proven ability to meet deadlines on multiple assignments simultaneously required
- Proven ability to work collaboratively with other team members required
- Proven ability to organize, schedule and maintain records of work completed required
- Proficiency in Microsoft Suite programs required (Word/Power Point/Outlook/Etc.)
- Proficiency with Google Docs, Dropbox, basic Excel – or ability to quickly learn - required

Preferred Experience

- Interest in and/or experience in environmental professional work useful
- Advanced proficiency in Excel strongly preferred

- Proficiency in database management and/or CRM programs required
- Proficiency in Qualtrics helpful
- Proficiency with Instagram posting and related tools

To Apply:

Send resume and cover letter directly by email to kevin.doyle@yale.edu.

Kevin Doyle,
Executive Director
Office of Career and Professional Development
Yale School of the Environment
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New Haven, CT. 06511