Brescia University's Mission: We are a Catholic Ursuline university forming compassionate, critical thinkers through a holistic and deeply personal education.

Coordinator of Career Development and Experiential Learning

The coordinator oversees the University's comprehensive career services program, guiding students as they design career plans, clarify career goals, and pursue career-connected experiences such as campus employment, internships, job shadowing, micro-internships, service learning, and volunteering during their time at Brescia University. This position provides strategic vision and leadership, ensuring that students have the tools, resources, and networks to thrive after graduation. This position cultivates, expands, and stewards strategic partnerships with business and community leaders.

Experience and Education requirements:

- Bachelor's degree (Master's degree preferred) with 3 years of experience in counseling, networking with businesses, higher education student career counseling, and/or other related experience.
- Knowledge of career readiness frameworks (i.e., NACE competencies) preferred.
- Knowledge of best practices in experiential learning and career readiness programming preferred
- Excellent interpersonal communication and organization skills
- Ability to work with multiple constituencies, including but not limited to faculty, staff, students, family members, community partners, and guests of the University.

Responsibilities are, but not limited to:

- Offer high-quality career counseling, coaching, and programming tailored to students' Academic and career opportunities.
- Partner with faculty to embed career-related content into courses (First-Year Experience, Life & Career Planning) and co-curricular activities.
- Assist students with the development of programming around introductory career readiness skills, including self-assessment, resume and cover letter development, mock interviews, understanding career pathways, and identifying appropriate experiential learning options
- Guide students on securing full-time positions, internships, and shadowing opportunities, as well as assisting students in completing graduate/professional school applications.
- Plan, market, and conduct public events such as career fairs, networking events, employer tabling events, and other events for Brescia University students and alumni.
- Develop and facilitate career exploration workshops, career panels, and industry exposure events, ensuring every student has access to meaningful career exploration, mentorship, and planning.

- Partner with academic advisors, faculty, and campus services to ensure career and experiential learning resources are integrated into curricula, co-curricular programs, and advising.
- Partner with Enrollment, Academic Affairs, Student Experience, Advancement, and Alumni on collaborative efforts for mentoring, job shadowing, internships, experiential learning, and employment opportunities.
- Establish and maintain effective and cooperative working relationships with businesses, community leaders, the Owensboro Chamber of Commerce, and the Economic Development Corporation.
- Design and oversee an assessment plan to evaluate service effectiveness and support institutional reporting (e.g., accreditation, National Association of Colleges and Employers (NACE) compliance, President's Strategic Initiatives).
- Lead the design, delivery, and evaluation of programming on career readiness and professional development for undergraduate, graduate, and professional students.
- Use data and peer benchmarks to inform continuous improvement, strategic planning, and resource allocation.

To apply, please submit your resume to HR@Brescia.edu

BRESCIA UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER

This employer participates in the Electronic Employment Verification Program. In compliance with federal law, all persons hired at Brescia University will need to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.