



RAINIER SCHOLARS

Job Announcement

CAREER DEVELOPMENT MANAGER, COLLEGE

POSITION TITLE: Career Development Manager, College

MISSION: Rainier Scholars cultivates the academic potential and leadership skills of hard-working, low-income students of color. By creating access to transformative educational opportunities and providing comprehensive support to scholars and families, we increase college graduation rates and empower new generations of leaders.

ORGANIZATION: Rainier Scholars is a comprehensive academic enrichment program that supports determined students of color over a 12-year journey – from 5th grade to college graduation. We seek to serve those who are most under-represented on college campuses and have the greatest number of barriers to achieving a college education: 85% qualify as low-income, 90% would be the first in their family to earn a college degree. Our program offers rigorous academics, leadership development and personalized support for scholars, providing access to educational pathways and myriad opportunities previously unimagined. By embracing our core values of Excellence, Perseverance, Integrity and Courage, our scholars propel themselves beyond what they and others ever deemed possible.

With a budget size of \$4.5 million, a staff team of 35 FTE and over 800 scholars and families whom we currently serve, Rainier Scholars has established a positive brand for our unwavering commitment to education, proven success rate, and sustainable impact. We grow new generations of diverse college graduates, career professionals and community leaders.

SUMMARY: Rainier Scholars serves over 170 students at public and private colleges/universities in Washington State and throughout the country. The Career Development Manager, College provides coordination and support for the College Internship Program, the Career Expo, and other professional development programming for RS college students. This position reports to the Associate Director of Career Development. The tasks listed below are intended as a general framework of the responsibilities of this position. Flexibility and continued quality improvement are necessary in our organization; thus, Rainier Scholars requires that individuals not perceive any job description as fixed.

RESPONSIBILITIES:

- Manage the college internship program, which offers summer internship and school-year opportunities in a variety of professional settings across career fields for college students.
- Provide support and training to college internship participants, including resume review, mock interviews, application assistance, site visits and workshops.
- Establish new partnerships and foster existing relationships with public, private and nonprofit entities to support college student placement into internships in areas of career interests.
- Annually assess internship opportunities by analyzing student data to determine student career interests and cultivating new internship sites as needed.
- Cultivate mentorship and informational interviewing opportunities for college students. Prepare business professionals and college students for networking meetings.
- Work with alumni to help them cultivate their career networks and identify mentorship opportunities.
- In collaboration with the Associate Director of Career Development, create, coordinate and implement career development workshops and programming, including networking events and career panels.
- Distribute information to students regarding career fields, employment opportunities and graduate school information.
- Collaborate with the Academic Counseling Department to identify, define and meet student career planning and post-graduation needs.
- Assist in the development and implementation of other events and programs as needed.

The successful candidate will be able to:

- Prioritize projects effectively, take initiative, demonstrate resourcefulness, and respond flexibly to changing work demands.
- Demonstrate strong organizational skills, time management, attention to detail, and follow-through.
- Think creatively and strategically about how to support students of color/first gen students in exploring career paths and breaking into a range of professional fields.
- Support the culturally, ethnically, racially, linguistically, and economically diverse population we serve.
- Show exceptional judgment and integrity, including maintaining confidentiality as appropriate.
- Demonstrate a professional presence, strong interpersonal skills, and excellent written and verbal communication skills (including public speaking).

QUALIFICATIONS:

REQUIRED:

- Bachelor's degree in a related field.
- 1-3 years related experience in internship, networking and career placement planning, as well as program planning.
- Effective counseling and advising skills, especially with students of color.
- Basic computer/technical skills, including proficiency with Microsoft Office
- Experience working with diverse populations of students and families.

DESIRED:

- Master's degree

DESCRIPTION: 40 hours/week, salary dependent on experience, benefits included. While most work is performed during regular office hours, some weekend and evening work is required. Interested applicants should send cover letter, resume and list of references to:

Rainier Scholars
Attn: Hiring, Career Development Manager, College
2100 24th Ave. S., Suite 360
Seattle, WA 98144
Office: (206) 407-2111 / Fax: (206) 407-2112 / E-mail: apply@rainierscholars.org

Please specify in your cover letter how you learned of this position.
Rainier Scholars is an equal opportunity employer.

POSITION OPEN UNTIL FILLED