



Sigma Theta Tau International Honor Society of Nursing®

Title: Career Center Program Specialist
Department: Educational Resources
FLSA status: Non-Exempt
Pay grade: 4
Approved: 7/1/15

Job Summary: Develop, coordinate and promote Career Center activities including, but not limited to, coordinating programs, seminars and online courses related to nursing career management and growth.

Principal Responsibilities:

- Revise/Update the career advisor website
- In conjunction with Information Technology staff, build and manage a functional Career Center website
- Market and sell the job postings on STTI Job Target customized site to nursing employers
- Promote the Career Center during STTI events including, but not limited to, presentations/seminars, coordinating and managing career counseling events including marketing component.
- Promote current and future career programs including, but not limited to, books and CNE activities
- Develop and deliver seminars/presentations on job and career management at STTI and other events as needed
- Develop a series of online courses, in collaboration with Education Department staff, regarding career management and leadership
- Develop a series of educational webinars to be offered on a regular, reoccurring basis related to emerging career trends and career issues and/or challenges
- If a Registered Nurse with a baccalaureate degree or higher in nursing, may perform the duties as a Nurse Planner in the Provider Unit and be responsible for planning, implementing and evaluating continuing educational activities to award ANCC contact hours per ANCC criteria.

Minimum Requirements:

- Bachelor's degree required or equivalent experience
- Minimum 3-5 years of program/project coordination/management work related experience required in a service oriented multi- departmental environment
- Strong computer skills and expertise in MS Office Suite programs (specifically including Excel, Word and PowerPoint) and Adobe required

- Strong writing, editing and proofreading skills with high attention to detail
- Excellent written and interpersonal communication skills, attention to detail, strong time management and organizational skills required
- Ability to manage multiple projects and deadlines with minimal supervision