

University of Arkansas at Pine Bluff
Office of Career Services

PROJECT/PROGRAM SPECIALIST (CAREER COACH)

Requirements: Bachelor's degree and a minimum of five years professional experience that includes previous experience in higher education in an employment or placement environment; demonstrated managerial skills; strong interpersonal, writing, organizational, and communications skills are required; working knowledge of the MBTI and the Strong Interest Inventory; must be proficient in Microsoft Office Suite (Word, Excel, Access, and PowerPoint). A Master's degree in counseling is preferred with three to five years experience in Career Services. Duties include but are not limited to the implementation of the Title III Proposal to increase retention with career preparation.

Reports to: Assistant Director of Career Services.

Application Process: Send application, resume, and names of three references to the address below:

Human Resources
c/o Project/Program Specialist (Career Coach)
University of Arkansas at Pine Bluff
1200 North University Drive – Mail Slot 4942
Pine Bluff, AR 71601

Application Deadline: Until a suitable candidate is found.

“The University of Arkansas at Pine Bluff is an Affirmative Action/Equal Opportunity Employer, and full participation by women and minority groups is encouraged.”