



<b>Position:</b>	<b>Professional Development and Practice Specialist</b>
<b>Department:</b>	<b>College of Engineering</b>
<b>Immediate Supervisor:</b>	<b>Executive Director, Engineering Student Success Center</b>
<b>Posting Date:</b>	<b>September 26, 2008</b>
<b>First Screening Date:</b>	<b>October 24, 2008 (Position open until filled)</b>
<b>Salary:</b>	<b>\$4000.00 - \$5834.00 Monthly</b>
<b>Exempt Status:</b>	<b>Exempt</b>
<b>Appointment:</b>	<b>Position is renewable each year dependent on funding.</b>

**General Nature or Position:**

The Professional Development and Practice Specialist coordinates the College of Engineering's Student Professional and Leadership Development and Practice Activities by facilitating the career development, job readiness preparation, leadership development and placement of engineering students into meaningful technical assignments with industry partners. The Specialist works as a member of a team of College of Engineering and SJSU Career Center professionals who are engaged in delivering experiential education opportunities for engineering students. The Specialist acts as the college's main liaison with industry partners who are providing technical assignments for engineering coops/interns. The Specialist also works as a member of the team of professionals that deliver professional development programs through the Engineering Student Success Center. The Professional Development and Practice Specialist reports to the Executive Director, Engineering Student Success Center.

**Essential Duties and Responsibilities**

**Career Planning and Preparation**

- Coordinates and presents a series of professional development programs that prepare students for the industry marketplace and ensures their readiness for placement activity.

- Evaluates student preparedness and advises students on career options related to their interest and qualifications and the availability of employment opportunities.
- Communicates the importance of career planning and placement opportunities to faculty and department heads and enlists their support.
- Makes presentations in key courses, student clubs, and at events in the College of Engineering to promote the value of experiential education. In coordination with the SJSU Career Center develops/enhances promotional and educational materials (on and offline) to support professional practice/internship activities.
- Coordinates Professional Development and Practice orientations working closely with the college's faculty Co-op Seminar Coordinator (Engr 197).
- Identifies and recruits prospective engineering students for the Professional Development Practice Program and other internship/co-op opportunities. Works closely with the Executive Director of the Student Success Center, college faculty, administrators, and the SJSU Career Center to identify high potential students to take advantage of these experiential education opportunities.
- In partnership with the SJSU Career Center works with current and prospective employers to develop quality internship opportunities for engineering students. Participates in on-campus employer/recruitment events such as job fairs, internship fairs, information sessions, panels, presentations and tables to network and give college visibility among companies.
- Maintains regular communication with industry partners proactively seeking input, feedback, and evaluation on the student coops/interns on assignment within their organizations.
- Works closely with Campus Immigration Services and participating students to ensure Immigration and Naturalization Services (INS) visa compliance as per industry requirements.

### **Graduate School and Undergraduate Research Programs**

- Coordinates and presents informational programs and workshops to increase student interest and preparation for graduate school.
- Maintains database with research experiences for undergraduates (REU's) including National Science Foundation and others. Markets this information to engineering students to increase student awareness and interest in such opportunities.

### **Campus Liaison and Advising Roles**

- Serves as general staff advisor to the engineering student organizations and communicates with designated faculty advisors for the respective organizations. In collaboration with the Associate Dean for Undergraduate Studies, holds monthly meetings with the student leadership and trains students to serve as ambassadors for the College of Engineering at special events and functions.
- Serves as the College's liaison to the SJSU Career Center and participates in the CoE and Career Center events and meetings as needed.

## **QUALIFICATIONS**

### **Education/Experience:**

- BS/BA required. Engineering degree would be a plus. A Master's degree in education, human resources, counseling, or engineering is desirable.
- Minimum 2-3 years of experience working with students in an academic advising or counseling setting preferably in institutions of higher education.
- Technology industry experience which may include one or more of the following functional areas: engineering, engineering management, sales/marketing, or human resources would be a definite plus.
- Experience advising students or other clients in career development/internship opportunities would be a plus.

### **Knowledge, Skills and Abilities:**

- Demonstrated ability and experience in project management and program development.
- Experience designing and delivering seminars/workshops on career/employment-related programs desirable.
- Knowledge of the principles of good experiential education programs and practices.
- Excellent written and oral communication and formal presentation skills.
- Must be computer literate with basic database knowledge and experience.
- Knowledge of technology industry and business community gained through on-the-job experience would be a definite plus.

### **Environmental Conditions:**

- Typical office environment with PC, telephone, and various other office equipment
- Students, academia, and Silicon Valley industry representatives
- Will need to visit industry placement sites periodically
- Some evenings and weekend activities may be required

### **Complexity of Duties:**

- Position will require the ability to establish and maintain cooperative relationships within a diverse, multicultural environment.

## **APPLICATION PROCEDURE**

To apply for this position, submit a resume and letter of interest to:

**The Tower Foundation of San Jose State University  
Human Resources Department  
One Washington Square  
San Jose, California 95192-0184**

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