Manager, Career Development & Experiential Learning

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Manager, Career Development & Experiential Learning
Central Ohio Technical College

Posting Number: PA700593P

Classification Title: Manager of Career Development & Experiential Learning Servi

Classification Code: 0306

Working Title: Manager, Career Development & Experiential Learning

Position Type: Staff

Contract Length (Full-Time Faculty Only): Not Applicable

Hiring Range: $55,990 TO $69,988 (fy26)

Full-Time/Part-Time: Full Time

Position Status: Regular

Department: Career Center

Posting Date: 03/24/2026

Minimum Qualifications/Requirements:

- Master's degree in Higher Education Administration, Student Affairs, Counseling, Human Resources, Business, or a related field.
- Three to five years of professional experience in career services, student development, workforce development, employer relations, or a related field, with a demonstrated high attention to detail in managing programs, documentation, and student interactions.
- Experience advising or mentoring students on career planning, resume development, interviewing skills, and job search strategies.
- Demonstrated experience developing and delivering workshops, presentations, or career programming.
- Strong communication and interpersonal skills with the ability to collaborate effectively with students, faculty, administrators, and external employers.
- Experience using career services platforms, job boards, learning management systems, or related technology tools.
- Ability to analyze and communicate employment trends, career pathways, and workforce data to support student success.

Preferred Qualifications:

- Ability to manage projects and programs, including planning, delivery, and assessment of career and professional development initiatives and events.
- Ability to provide career counseling and coaching, including resume development, interviewing techniques, and job search strategies.
- Supervisory experience.
- Experience delivering accessible presentations to groups of varying sizes and learning needs.
- Familiarity with best practices, current trends, and issues in career development.
- Ability to efficiently collect and analyze data and generate reports that clearly communicate results.
- Demonstrated ability to work effectively as a collaborative member of a team.
- Experience using digital career platforms such as Handshake and College Central Network.

Summary of Duties:

The Manager of Career Development and Experiential Learning leads career and employment development programs that support the career goals of current students, graduates, alumni, and regional employers who provide job opportunities for students at The Ohio State University at Newark and Central Ohio Technical College. This role helps students identify and formalize career goals, develop career readiness skills, and prepare for successful entry into the workforce. The position collaborates with administrators, deans, faculty, employers, and students to strengthen career pathways and employment outcomes.

Key responsibilities include providing career advising such as resume development, interviewing preparation, and job search strategies; managing student employment opportunities through job posting platforms; assisting students with exploring majors and career pathways; and planning career fairs and employer engagement activities. The position also supports experiential learning initiatives by coordinating internship and cooperative education opportunities, assisting students with the use of artificial intelligence tools in the job search process, and coordinating Graduate and Employer surveys in collaboration with the Office of Institutional Research and Effectiveness.

Location: Newark

Work Hours:
This is an onsite position. Remote work is not available.While there may be occasional hours in the evenings or weekends, typical work hours will be 8 a.m. - 5 p.m., Monday through Friday.

Closing Date: 04/07/2026

Open Until Filled No

Special Instructions to Applicants:

To apply, please visit: https://jobs.cotc.edu/postings/5897

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