

INTERNATIONAL CAREER CENTER COORDINATOR JOB DESCRIPTION

REPORTS TO: Director of the ICC (Stine Glismand)
DESIRED START DATE: January 2019
LOCATION: Valencia, Spain
CONTRACT TYPE: Temp full-time position

1. JOB DESCRIPTION:

The main objective of the International Career Center (ICC) is to provide career guidance and support as well as increase employment opportunities in the form of internships and full-time positions worldwide for Berklee students with a broad range of career and geographic interests. Within this context, the ICC Coordinator will have the following responsibilities:

- Provide career guidance and support to Berklee students through advising and coaching sessions.
- Play a key role in the event planning, marketing, and logistics for career-related programming of workshops, events etc.
- Contribute to the ICC efforts to increase the number and quality of career opportunities for Berklee students.
- Represent the ICC with alumni, students, and companies as necessary.
- Administrate the Berklee Career Manager, the CRM platform where employers post jobs, gigs, and internships, and students schedule their advising appointments. The administration will include reviewing and posting jobs, support for employer data and analytics to report outcomes
- Document and elaborate reports on the activities mentioned above to track the level of satisfaction and progress of students, companies and other stakeholders.
- Other duties as assigned.

2. REQUIRED QUALIFICATIONS:

- Minimum 2 years of experience in career advising, coaching, or Human Resources with a focus on recruiting.
- Minimum 2 years of student services related experience (i.e., outreach, recruitment, events, public relations, education or music business).
- Minimum 1 year of international work experience
- Familiarity with music business, performing arts, and music technology.
- Demonstrated ability to handle stressful, delicate matters in a professional, discreet, and mature manner.
- Education: Graduate with a Bachelor's Degree in Music, Social Sciences, Business Administration, Human Resources or Sales and Marketing.
- Languages: Excellent communication skills (speaking and writing) in English. Spanish and other language(s) are a plus.

3. OTHER KEY SKILLS:

- Strong interpersonal, organizational and public speaking skills.
- Demonstrated capacity to develop and maintain effective working relationships with individuals and organizations reflecting a broad range of identities, perspectives and experiences.
- Exceptional attention to detail.
- Positive attitude and commitment to strong customer service.
- High entrepreneurial orientation, proven track record of taking initiative and being proactive.
- Ability to handle multiple tasks and to follow through on duties.
- Empathy: willingness to help others achieve personal and professional goals.
- Careful eye for details and for the exactness of information.
- Team player and comfortable working in a collaborative environment with multiple stakeholders.

You must have the right to work in Spain to apply for this position.
