

COLLEGE UNBOUND

Title: Career Services Program Coordinator
Location: Providence, RI
Status: Full-time
Schedule: Hybrid
Salary Range: \$55,000 to \$65,000

Organizational Overview: College Unbound (CU) is an accredited and state-approved college whose mission is to reinvent the higher education experience for underrepresented returning adult learners. Through rigorous and engaged scholarship, College Unbound integrates students' own purposes for learning with the needs of their workplaces and communities, improving the lives of the students and the lives of those they touch. Started in RI, College Unbound now supports students across multiple states and looks to continue to develop an infrastructure to support this developing model.

Position Summary: Reporting to the Associate Provost for Administration, Advising, and Academic Support, the full-time Career Success Program Coordinator (Coordinator) plays a central role in delivering holistic career planning, wellness, and advising support to adult learners. The Coordinator helps design, implement, and continuously improve career-readiness touchpoints across the student journey, ensuring that College Unbound's adult learners receive coordinated support from enrollment through alumni engagement. In addition to the job responsibilities for this position, the Coordinator will model the BIG 10 transformational Leadership Competencies and, as a member of the team, will commit to the following guiding principles:

- Collective knowledge building and sharing
- Being active learners who model lifelong learning
- Centering those who are most marginalized
- Supporting learning opportunities for our students, faculty, staff, and our extended community
- Building equity into all of our practices
- Bringing forth a more just world

The individual in this role will be mission-driven, detail-oriented, organized, collaborative, and a creative problem-solver who thrives in the all-hands-on-deck ethos of a college committed to access, innovation, and student success. This position will occasionally require evening work.

Primary Duties and Responsibilities:

Career Success Program Support

- Coordinate day-to-day operations of the career success program, including scheduling career advising appointments, workshops, and employer/alumni engagement events.

- Support the design, delivery, and continuous improvement of career planning touchpoints for adult learners across regional sites.
- Maintain and update career success and wellness resources, including resume/interview prep materials, job and internship postings, and referral guides.
- Track and report on student engagement and outcomes data (e.g., appointment attendance, workshop participation, post-graduation outcomes) for program review and accreditation purposes.
- Assist in developing and refining administrative processes and workflows that support career advising and program operations.
- Manage logistics and communication for career-related events, including career fairs, employer info sessions, and alumni panels.
- Support semester-related communications between Career Success staff, faculty, and students.
- Participate in working groups related to advising and career/wellness initiatives.

Advising, Wellness, and Data Coordination

- Maintain tracking systems for career and wellness touchpoints, including student check-ins, referrals, and follow-up outreach.
- Collect and compile data for assessment and program review of career/advising initiatives.
- Update program pages and resources in relevant systems
- Maintain a database of career success partners, employers, and community resources, including documentation of engagement history.
- Provide administrative support for the career services program, such as arranging meetings, scheduling trainings, recording meeting minutes, and creating “how to” guides for career services administrative functions.
- Gather and organize data related to program budgets, vendor/partner agreements, or stipends as needed.

Other Duties

- Attend weekly team meetings, staff meetings, and other required meetings.
- Performs other duties as needed or assigned.

Required Qualifications:

- Bachelor's Degree or an equivalent combination of education and experience
- A minimum of two years of experience in career services, advising, student affairs, or related administrative work
- Excellent organization and task management skills; ability to handle multiple tasks
- Strong computer skills and ability to work within multiple administrative and student information systems and databases
- Comfortable with Google Suite
- Ability to work flexible hours when needed, including some evenings
- Ability to work effectively in the context of a diverse community

Preferred Qualifications:

- Master's degree in a related field.
 - Prior experience working in higher education or with adult learners
 - Experience with career advising, coaching, or workforce development
 - Familiarity with holistic advising or wellness frameworks
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Application Instructions:

Applicants should submit a cover letter and resume to jobapplications@collegeunbound.edu with “**Career Services Program Coordinator**” in the subject line, or you can apply directly on [Idealist](#). Review of applications will begin immediately.