



Title: Manager, Career Services

Supervisor: Senior Director, Career Services

Location: Glenview, IL – hybrid opportunity to work remote up to 1 day a week to start

Salary Range: \$60,000 to \$90,000

Position Description:

The Manager, Career Services is responsible for assisting in the continued development and management of the Evans Scholars Career Services Program. The Career Services Program supports Scholars with comprehensive career exploration, development of professional skills, and increased access to the WGA/ESF network. This opportunity will require a high level of project management and collaboration across the WGA/ESF organization, demonstrating a strong ability to establish relationships with current Evans Scholars, Alumni, WGA Directors, and friends of the organization.

Key Responsibilities:

- Facilitate New Scholar Career Readiness Workshops throughout the year to create a foundation of career development and professional skills.
- Support the organization and facilitation of virtual and in-person Career Exploration Nights and Professional Development Workshops at Evans Scholars Chapters.
- Provide personalized career consultation to Evans Scholars through individualized planning and sharing of resources.
- Identify and establish relationships with corporations to increase number of available career opportunities and provide support for the formation of partnerships to assist active Scholars and Alumni in their career journeys.
- Contribute to the development and ongoing management of a Scholar-facing portal that provides personalized career resources, opportunities through the ESF Job Board, and maintains accurate career outcomes data.
- Perform other duties and responsibilities as required, assigned, or requested.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- **Communication** – Strong written and verbal communication skills.
- **Collaboration** – Works closely and effectively with WGA/ESF staff, donors, corporate partners, and Evans Scholar students.
- **Adaptability** – Able to deal with frequent change, delays, or unexpected events.

- **Planning/Organizing** – Prioritizes and plans work activities; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.
- **Problem Solving** – Generates creative solutions; translates concepts and information into action; encourages open communications.
- **Personal Growth** – Will strive to continuously build knowledge and skills.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Willingness to work at the Glenview office, in-person.
- A valid driver's license with the ability and willingness to travel (approximately 8-10 nights during each of the fall and spring semesters).
- Ability to occasionally work evening and/or weekend events, virtual or in-person.
- Ability to collaborate with all types of people and attitudes and remain positive/supportive.
- Ability to translate a warm and friendly demeanor via phone and email.

Education and/or Experience:

- Bachelor's degree from a four-year college or university with zero to five years of job-related experience. An advanced degree would be beneficial.
- Experience in talent acquisition or creating student programming in the areas of career counseling, mentoring, and/or student advising is strongly desired.
- Evans Scholars Alumni status preferred.
- Proficiency with Microsoft 365 and the ability to learn and effectively use CRM, email marketing, career-services and program-management platforms. Experience with Blackbaud Raiser's Edge, Zengine or Mailchimp is helpful but not required.

Benefits Include:

- Base salary plus bonus (commensurate with experience)
- Comprehensive insurance package (medical, dental, vision, etc.)
- 403(b) retirement plan with a very competitive contribution program
- Paid time off
- Walking distance to Glenview Metra train station

Application

To apply for this position, please send your resume to Human Resources at HR@wgaesf.org.

About the Evans Scholars Foundation | Western Golf Association:

Since 1930, the Evans Scholars Foundation (ESF) has provided full tuition and housing scholarships to deserving caddies. More than 12,870 Alumni have graduated as Evans Scholars, representing more than \$435 million in tuition and housing costs. There are currently 1,310 Evans Scholars attending 28 universities across the country. The Western Golf Association (WGA) has conducted championships for professional and amateur golfers since 1899. Today, it is a driving force in the game of golf, raises funds and awareness for the Evans Scholars Program and promotes youth caddie opportunities.

Values Statement

We believe that fostering a welcoming environment and embracing various perspectives are vital to strengthening our organization. We aim to cultivate a community where everyone feels valued and to expand opportunities to elevate and enrich the WGA and Evans Scholars community.