

**Associate Director of MPA Career Services & Alumni Affairs
Watson Institute at Brown University
Providence, Rhode Island**

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The Associate Director of Master of Public Affairs Career Services and Alumni Affairs at the Watson Institute is an essential role in providing practical and meaningful opportunities for Watson Master of Public Affairs (MPA) students to develop and attain professional success. These opportunities include on- and off-site programming and the development and maintenance of relationships with potential employers, alumni, and other leaders in the public policy arena. The Associate Director is tasked with the responsibility for developing MPA student and alumni internship and job opportunities, as well as building upon meaningful networks of alumni and employers to further this goal. The Associate Director must have in-depth knowledge and experience about policy-related career opportunities at the local, state, national, and international level.

Qualifications:

- Master's degree and 3-5 years of significant professional experience working in a career placement environment
- Demonstrated comprehensive understanding of the job search process
- Demonstrated excellent project management skills,
- Strong presentation abilities
- Data management experience
- Experience in federal or state government, or with nonprofit policy organizations is preferred
- Demonstrated capabilities in mentoring and coaching is preferred
- Previous experience in alumni relations and securing internship placements is preferred

To View More Details and To Apply, please use this link to the position on Brown's Career Site:

https://brown.wd5.myworkdayjobs.com/en-US/staff-careers-brown/job/Watson-Institute/Associate-Director-of-MPA-Career-Services---Alumni-Affairs_REQ151688

Applicants are required to use the Brown Career Site to apply for the position and to submit their resume, cover letter and any related documents. Please check the status of your application through the account you create when you apply.

All offers of employment are contingent upon consent to criminal background screening check and education verification with results satisfactory to Brown.

Brown University is committed to fostering a diverse and inclusive academic global community; as an EEO/AA employer, Brown considers applicants for employment without regard to, and does not discriminate on the basis of, gender, race, protected veteran status, disability, or any other legally protected status.

About Brown (Please visit our website and get to know us better at: www.brown.edu)

Located in historic Providence, Rhode Island and founded in 1764, Brown University is the seventh-oldest college in the United States. Brown is an independent, coeducational Ivy League institution comprising undergraduate and graduate programs, plus the Alpert Medical School, School of Public Health, School of Engineering, and the School of Professional Studies.

With its talented and motivated student body and accomplished faculty, Brown is a leading research university that maintains a particular commitment to exceptional undergraduate instruction. Brown's vibrant, diverse campus community consists of about 4,500 staff and faculty, 6,200 undergraduates, 2,000 graduate students, 490 medical school students, more than 5,000 summer, visiting, and online students, and over 700 faculty members. Brown students come from all 50 states and more than 115 countries. Brown is frequently recognized for its global reach, many cultural events, numerous campus groups and activities, active community service programs, highly competitive athletics, and beautiful facilities located in a richly historic urban setting.

Brown offers competitive benefits such as a generous retirement plan and education programs; details are available at: <http://www.brown.edu/about/administration/human-resources/>