

Meng Xiao
Program Manager, Career Development Office
Supervisor: Bruce Mandt

Duties and Responsibilities

Career and Professional Development:

- Provide management and oversight for the timely organization, scheduling, and delivery of workshops within the CDO's career development program.
- Identify trainee professional development programmatic needs and develop and deliver new career readiness programs.
- With the supervisor, provide career counseling and support to graduate students and postdocs in one-on-one meetings (e.g., CV/resume reviews, career exploration).
- Engage potential employers and recruiters to promote CU Anschutz trainees and resources (e.g., Handshake) and identify employer-desired career skills.
- Constructively engage with trainee organizations (e.g., the Postdoctoral Association, Academia Industry Alliance) to further identify and develop the resources that are most sought after by these groups.
- Organize and schedule general meetings and events.
- Maintain a database documenting CDO workshops and ensure effective evaluation of these programs.
- Keep up to date on existing higher education professional development trends and reports to ensure programs remain current.
- Create and maintain collaborations with external organizations, including others providing higher education professional development (e.g., the National Postdoctoral Association, AAMC GREAT); represent CU Anschutz on national committees.

Communications and Web-based Platform Management:

- Work closely with the Graduate School's Recruiting and Marketing unit to develop a communications strategy to promote CDO and PDO services.
- Establish and oversee CDO social media accounts (e.g., Twitter, LinkedIn).
- Manage the CDO's utilization of the career services content management system, Handshake, including developing newsletters and promotional materials to disseminate career opportunities to graduate students and postdocs.
- Manage the CDO's graduate and postdoc outcomes database, create reports as needed, and work with internal units to publish results on an external website to meet the Coalition of Next Generation Life Sciences' annual deadlines.
- Assist with the maintenance of and updates to the content on the Career Development Office and Postdoctoral Office websites.
- Work closely with the Graduate School's Senior IT Professional to manage the CDO's suite of web-based programs and resources.
- Other duties as assigned.