CAREER SERVICES

POSITION DESCRIPTION

Working Title: Career Services Specialist
Hayes Hill Title: Student Services Specialist
Unit: Career Services
Position reports to: Coordinator, Career Services
Appointment: Academic Staff 50%

Position Summary: The Career Services Specialist will provide event coordination and management to a multi-faceted department to include, website management, student outreach, employer relations and graduation follow-up. This position is a part-time (50%), twelve month position which will require occasional early morning, evening and weekend hours. (Beginning July 1, 2011)

Primary Duties - May include, but not limited to the following:

Event & Professional Development Management 35%
- Plan, present and schedule workshops for Career Services
- Coordinate, plan and market Job Fairs, Mock Interviews, Etiquette Dinners and other events
- Disseminate evaluation tools to collect learning outcomes from students at all workshops and events
- Responsible for creating/coordinating publications, promotional materials, and resources for Career Services events
- Coordinate programming with Career Services and university staff
- May supervise student staff and/or student interns
- Assist with coordinating and facilitation of student staff trainings
- Assists with the development of departmental integrated strategic planning

Supervision, management & maintenance of complex employer, student, and resume databases. 30%
- Coordinate Career Services staff and students to provide assistance in registering recruiters, providing schedules, data processing, printing handouts and monitoring parking of employers
- Analyze and compose statistical reports using Jacket Jobs database
- Coordinate Graduation Follow-up Survey collection and reporting
- Provide technical expertise to faculty/staff, employers and students regarding questions or problems in the use of Jacket Jobs
- Participate in University or community programs/projects to develop relationships that further the mission of Career Services
- Attend all one-on-one meetings with Coordinator and staff meetings
- Other duties as assigned by the Coordinator of Career Services

Promotions, Website Maintenance and Social Media Outlets 20%
- Update news, events, content, and layout as needed utilizing campus web platform
- Oversees programs including writing copy for office newsletter, web page and blitz bulletins; updates career services’ entries in campus publications; publicizes events on campus-wide web calendar; and keeps students (and staff) current on news
- Assess outside websites and resources for credibility and website placement
- Track website analytics to better user accessibility and traffic patterns
- Work with Marketing Intern to maintain constant communication on all social media outlets
- Research career topics and current headlines to be pushed to website and social media
- Oversee all online communications to ensure that messages are consistent and accurate

**Employer Relations/On-Campus Recruiting 15%**
- Supervise the planning, coordinating and implementing of On-campus Job and Internship Interviews near the beginning of each semester for 65-70 employers through Jacket Jobs system
- Correspond and network with prospective employers by phone, email and fax to encourage and obtain their participation
- Develop new and maintain existing relationships with employers who have internship and job opportunities

**Knowledge, Skills and Abilities**
- Knowledge of and ability to coordinate programs, conduct event assessments
- Demonstrated ability to work in consultation with technical (IT) staff regarding implementation of electronic data and communication systems
- Skill and technical proficiency in electronic document management systems, student information systems ie: PeopleSoft and MS Office Suite
- Ability to prioritize assignments and meet deadlines and manage logistical details required for event planning
- Uphold the basic ethical principles and practices set forth by the National Association of Colleges and Employers (NACE) in all interactions involving students, recruiters and alumni.
- Ability to develop a special sensitivity and awareness of the needs of special populations such as ethnic/racial minorities, disabled, and non-traditional students.
- Knowledge of current market and job trends relevant to preparing students for the world of work.
- Skill in strong interpersonal communication with styles that are approachable and respectful
- Demonstrated ability to establish and develop productive and collegial relationships, collaboration and communication with on and off campus constituencies (e.g. staff, faculty, students, parents, employers, managers, etc.) and building effective teams as needed
- Ability to manage department website and social media outlets
- Ability to participate in department website and social media outlets to become more effective and efficient
- Ability to commit to the highest ethical standards and work with confidential and sensitive information and records
- Ability to participate in evening, weekend and travel commitments as necessary

**Required qualifications:**
- Bachelor's degree
- At least one year of professional work experience in a college or university setting
- Strong organizational and communication skills (written and verbal)
- Demonstrated understanding of event planning and promotions
- Experience working with and presenting to a diverse constituency
- Website Authoring, Adobe Creative Suite and Database Management Experience

**Preferred qualifications:**
- Master's degree
- Experience working with career services, student affairs or related field
- Supervisory Experience