UNIVERSITY OF WISCONSIN-SUPERIOR
POSITION DESCRIPTION
CAREER SERVICES COORDINATOR

Working Title: Career Services Coordinator & Academic Advisor
Hayes Hill Title: Associate Student Services Coordinator
Position reports to: Director, Academic Advising & Career Services
Appointment: Academic Staff, 100% Annual

Position Summary: The Career Services Program Coordinator will work primarily with employers, community partners, UW-Superior (UWS) academic, and UWS student services departments to develop and administer programs and events for UWS students and alumni. The coordinator will also advise admitted undeclared, change-of-major, and reinstated students with special focus on general education requirements. This position is a full-time, twelve month position which will require occasional early morning, evening, and weekend hours.

Duties and Responsibilities:
Career Services—50%

Community/Employer Relations
- Develop new and maintain existing relationships with employers who offer relevant internships and job opportunities for UWS students
- Manage all information collected from employers and organize it in the office system
- Create employment trend materials relevant to sessions geared toward advancing students’ skills

Program/Event Coordination
- Collaborate with office staff to organize and promote programs and events including, but not limited to, Jacket Fest and Head of the Lakes Job & Internship Fair
- Develop and co-deliver programs/events targeted to students and alumni
- Create outreach materials and present to student clubs and organizations and resident halls on topics related to student employment activities
- Supervise student interns and student workers

Student & Faculty Outreach
- Represent Career Services Office and act as contact for faculty while encouraging communication between Career Services and faculty in the shared goal of preparing students for employment/internship opportunities
- Utilize technology in delivery of services in our office
- Present workshops and classroom presentations including but not limited to: Jacket Jobs, resume writing, interviewing, networking, and job search skills.
- Present and grade resume assignments to classes in conjunction with faculty

University Involvement and Development
- Collaborate with the office coordinator and UWS foundation professionals in efforts to reach companies and create partnerships
- Work with Academic Advising, First Year Experience, and other student services departments for the coordination of services to assist students with their career exploration needs
- Assist with creation of departmental integrated strategic planning
- Recognize and promote a philosophical belief that career planning and employment skill development represents an integral part of the education process to students, staff, faculty and employers
- Collaborate and work collectively with the internship coordinators on opportunities for students in the Career Development process
- Seek out opportunities for professional development both on and off campus
- Other duties as assigned by the Director of Academic Advising & Career Services
Academic Advising—50%
- Assist students with development and evaluation of suitable education plans
- Provide academic advising for undergraduate students including academic planning, course scheduling, facilitating access to services, and providing referrals as needed
- Work with academic departments and other student support units as appropriate
- Initiate, develop, and accurately maintain major and minor planning sheets
- Utilize technology to create and manage case load
- Support the administrative mission of the Academic Advising Center
- Collect and distribute data regarding student needs, preferences, and performance
- Assist with orientation, Preview Days, other events, and projects as assigned
- Other duties as assigned by the Director of Academic Advising & Career Services

Knowledge, Skills and Abilities:
- Knowledge of student advising, student development theory, and career development theory
- Knowledge of current market and job trends relevant to preparing students for the world of work
- Knowledge of and ability to coordinate programs, develop event assessments and utilize technology
- Knowledge of marketing and advertising practices
- Strong interpersonal communication skills, 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 uphold the basic ethical principles and practices set forth by the National Association of Colleges and Employers (NACE) and National Academic Advising Association (NACADA)
- Ability to develop a sensitivity and awareness of the needs of special populations such as ethnic/racial minorities, disabled, and non-traditional students
- Ability to engage and teach multiple audiences in multiple forms
- Ability to demonstrate good judgment and analysis in decision-making and problem-solving.
- Ability to exhibit creativity, self-direction, and the capacity for independent work, multi-tasking, and organizational skills
- Ability to develop and participate in professional training and organizations
- Ability to commit to the highest level of professionalism, ethical standards, confidentiality and sensitivity to information and records
- Ability to participate in evening, weekend and travel commitments as necessary and actively represent Academic Advising & Career Services at professional association meetings as requested

Required qualifications:
- Bachelor’s degree in business, marketing, management, communications, public relations, or related field
- At least one year of professional work experience in a college or university setting
- Experience working with and presenting to a diverse constituency

Preferred qualifications:
- Master’s degree in business, marketing, management, communications, public relations, or related field
- Experience working with career services, student affairs, teaching or related field
- Experience supervising students or employees
- Experience with web development, data collection and analysis, and/or social media marketing