

## **Coordinator of Student Employment Office of Career Services**

### **OVERVIEW:**

The Coordinator of Student Employment, Office of Career Services, is an exempt position that helps accomplish the department's primary mission, which is to help students and alumni identify career opportunities and find meaningful employment. This individual must possess exceptional communication, advising, listening, writing, and editing skills. Prior experience in an academic or business setting is preferred, as is a familiarity with social media platforms and a willingness to learn new technologies. The Coordinator must effectively interact and communicate with individuals at all levels of the academic institution, including students, parents, employers and administrators. Requires a highly motivated, energetic, creative, cooperative individual who is able to work with minimal supervision and with a variety of people groups.

### **POSITION SUMMARY:**

At the direction of the Director of Career Services, the Coordinator of Student Employment will oversee the on-campus student employment process, and in doing so serves as the primary contact for employers on campus seeking to hire students, as the liaison between hiring departments and students, and as the primary resource for information on available job opportunities and necessary procedures for the hiring process.

Additionally, this individual provides support to the Director of Career Services to enhance relationships with employers hiring qualified candidates for their internship and full-time opportunities, and in scheduling and conducting coaching sessions with students.

### **ESSENTIAL FUNCTIONS:**

- Manage and maintain the on-campus student employment process. Related duties include, but are not limited to, the following: manage relationships with faculty/staff in order to best utilize Handshake for on-campus student employment; assist students in using Handshake to find and secure on-campus employment; hold informational sessions on how to effectively use Handshake; collaborate with Financial Aid, Human Resources and Payroll on the paperwork

- process for student employment campus-wide; track and manage data by reports of all on-campus student employment positions
- Assist employers in posting jobs and internships, coordinating campus interviews and other promotions to students and faculty proficiently using Handshake
  - Conduct and schedule student/alumni resume critiques, practice interviews, coach constituents on job search strategies, career planning and how to use related tools
  - Coordinate, schedule and conduct classroom presentations on such topics as resume/cover letter creation, interviews, professionalism and any other topics requested by faculty/staff
  - Manage or assist in planning and implementing details for career-related events as assigned by the Director
  - Responsible for playing a large role in assisting Director with implementing an internship program through career services in order for this department to become a centralized internship hub within the institution.
  - Oversee moderate to complex data gathering and research. Assess and apply research to employment trends, interviewing, resumes, career planning and other projects as assigned
  - Represent the university and Office of Career Services at conferences, local/national events and in the community to enhance employer relations
  - In absence of the Director may represent Career Services in task groups or on project teams across campus
  - Assist employers with targeted initiatives for job/internship programs and opportunities
  - Develop and facilitate innovative programs, activities and events designed to increase job/internship knowledge, responsiveness and opportunities for students
  - Provide evaluations, recommendations, and assistance toward the improvement of programs and services
  - Complete special projects as assigned by the Director or Administration
  - Fulfill other duties as assigned by the Director or Administration

**DESIRED QUALIFICATIONS:**

- Bachelor's degree from an accredited college/university.
- Minimum 2 years' work experience in a business or academic environment
- Detail-oriented, self-starter with superior follow-through abilities
- Excellent verbal, written communication and interpersonal skills
- Strong analytical, critical thinking and decision-making skills
- Knowledge of Microsoft Suite (Excel, Word, PowerPoint)
- Possess a passion for career development and for working with students
- Ability to effectively counsel/advise college students in areas of careers and internships
- Overall comfort with utilizing new and emerging technologies, including social media and career development specific software
- Maintain appearance and conduct suitable for working in a professional environment
- Proven ability to work effectively in a team environment and to relate to a variety of internal and external clients, including employers, students, administrators, faculty and staff
- Must be able to lift items of approximately 50 lbs or less
- Possess a working knowledge of database/information systems management
- Demonstrated ability to plan, organize and implement programs

**Reports to: Director of Career Services**

**FSLA Status: Exempt**