

**Job Title:** Career Development Coordinator - Outreach and Student Experience  
Office of Career Development – University Advancement

**Position Reports to:** Director of Career Development

**Position Summary:** This position provides essential administrative coordination and support for the Office of Career Development programs and initiatives, including elements of the Student Employment and Internship programs; event and communication management; Handshake, the university's student career management platform; and general office and student support. This position will supervise undergraduate work study students and will serve as an integral part of the Office of Career Development professional staff. The ideal candidate for this position will be comfortable managing multiple competing tasks, working and making decisions autonomously, delegating tasks as appropriate, working with and supporting a range of constituents each day and supporting students navigating career and professional growth opportunities.

**Qualifications:**

- One to three years of professional work experience; experience in the higher education field, specifically in Career Development offices, a plus.
- Experience with administrative coordination, managing and coordinating complex logistics; event management and/or communications experience a plus
- Excellent attention to detail, organization, and time management skills
- Strong written and verbal communication
- Ability to interact and work well with faculty, students, alumni, and colleagues.
- Bachelor's Degree plus two years professional experience; or equivalent combination of education and work experience; experience/interest in higher education a plus

**Duties + Responsibilities:**

- Provide programmatic support for the university's **Student Employment Program**, including: planning and facilitating student employee orientation programs and maintaining/updating all related resources; planning and facilitating supervisor training sessions and developing supervisor resources; and serving as first point of contact for students, faculty, and staff regarding student employment
- Support the Associate Director with **Employer and External Outreach efforts**, including communications management, managing and reporting from Donor Perfect database, and developing resources and outreach plans for prospective employer partners
- Provide primary support for **Career Development events** including scheduling rooms and catering, managing master event calendar, and ensuring all necessary logistics are secured; will work collaboratively with other offices to ensure events are well executed
- Work with the Career Development team in all aspects of program delivery and student support including student career consultations, workshop development and classroom interactions
- Work closely with the Assistant Director and Graduate Student Assistant to provide administrative support for the **Internship Program** including student database management, outreach and correspondence to students and faculty, and collaboration with the Registrar's office
- Assist director with annual Career outcomes assessment and related communication strategy

- Support students by providing preliminary and basic services and support; conduct limited student appointments once acclimated and well-versed in the office's approach, philosophy, and execution of student consultation appointments.

**Physical Requirements:**

|                                   |               |
|-----------------------------------|---------------|
| Hear: Continuous                  | Sit: 40%      |
| Speak: Continuous                 | Stand: 25%    |
| See: Continuous with 20/20 acuity | Walk: 35%     |
| Stoop/Bend/Kneel/Squat: 10%       | Write: 80%    |
| Use telephone: 50%                | Push/Pull: 5% |
| Use computer: 40%                 |               |
| Reach above shoulders: 5%         |               |
| Fine hand manipulation: 25%       |               |