**Career Services Coordinator Job Description**

**Classification Title:** Career Services Coordinator

**FLSA Exemption Status:** Exempt

**Pay Grade:** 9

**Job Description Summary:**

The Career Services Coordinator, under general supervision, coordinates program efforts to promote full use of career services by undergraduate students at each campus. Enhances outreach and communication efforts to student groups on campus and employers in the community by coordinating advertising programs.

**Essential Duties and Tasks:**

**40% Manage Career Assistance Programs and Services**

* Advises undergraduate students in areas of career planning and job search skills/techniques such as resume writing, job search strategies, networking, and interviewing.
* Creates and conducts workshops, class presentations, and events covering career-related subjects.
* Creates and implements programs or events that include bringing specific employers to campus, highlighting career options, and/or address specific areas consistently requested by a wide range of students.

**15% Presentations and Campus Relations**

* Leads presentations highlighting services and special programs available through this position to constituent groups, throughout campus and within the community.
* Meets regularly (once each semester or year, to be determined by the coordinator) with advisors and select faculty within the program area.
* Meets annually with administration within the college or program area to provide information about services and progress throughout the year.
* Creates reports each semester for faculty and administration within the program area.
* Creates and submits special programs to be presented at regional and national conferences.

**15% Resource Development**

* Compiles resources that provide information regarding career-related information.
* Conducts both quantitative and qualitative research to determine the technical and professional skills that students must possess to succeed in their chosen careers, including industry and employment trends, employer expectations, and tools for assessment of students' mastery of these skills.
* Develops new resources, both electronic and hard-copy.
* Maintains website content for this population on the Career Center website and develop new content.
* Contributes to social media and web content regularly for the Career Center.

**10% Professional Development**

* Participates in Career Center, University, and professional organization training and development offerings.
* Works closely with supervisor in setting and attaining goals established as part of regular performance evaluations.
* Stays up-to-date with e­ learning technologies, data analysis and formatting/presentation of analytical information, latest hiring trends, and student development practices.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Three years of experience in higher education, career services, advising, recruiting, training or professional development.
* Bachelor’s degree or equivalent combination of education and experience.

**Required Licenses and Certifications:**

* N/A

**Required Knowledge, Skills, and Abilities:**

* Excellent customer service and communication skills – interpersonal, written, and presentation.
* Working knowledge of word processing and spreadsheet programs, and ability to work with and present data.
* Knowledge of complex databases and computer software programs.

**Machines and Equipment:**

* Standard office equipment

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.
* This position may require work beyond normal office hours and/or work on weekends.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**