Community Outreach Advisor

Columbus State University has an opening for a Community Outreach & Experiential Education Advisor. This position will report to the Director of the Center for Career Development and will include coordination of community outreach activities and experiential education for students of Columbus State University.

Responsibilities include but are not limited to: developing and sustaining relationships with local non-profit agencies in order to generate volunteer and philanthropic opportunities for students; creating extensive experiential education for students through internships, externships, and job shadowing; providing comprehensive student career development through career advising, resume critiques, and mock interviewing; participating in all Center-sponsored activities; representing the Center at campus events and activities; serving as an active collaborative partner with the Center to ensure efficient operations; and all other related duties as assigned. This position will also serve as liaison to the CSU RiverPark campus, including College of the Arts and to the College of Education and Health Professions.

Minimum qualifications include a Master’s degree from a regionally accredited college or university and three to five years’ of considerable progressively responsible experience in community service, student affairs, career development, and/or human resources; or any equivalent combination of education and experience. The successful candidate must have outstanding verbal and written communication skills; considerable knowledge of the principles of office management, office procedures, and systems; considerable knowledge of the non-profit community; a demonstrated ability to plan, organize, and coordinate events; the ability to compose effective correspondence; a demonstrated ability to maintain complex administrative records and prepare appropriate reports; the ability to maintain effective working relationships and communicate with administrators, employees, students, and the general public; possess superior computer skills and familiarity with database and record systems; and excellent organizational, communication, and human relations skills.

Experience in event planning and coordination is a plus.

The salary is commensurate with education and experience.

For fullest consideration, please submit your application immediately. Columbus State University is an Affirmative Action/Equal Opportunity Employer, Committed to Diversity in Hiring. A successful criminal background check will be required as a condition of employment.

Required Documents to Submit with Online Application

Cover Letter/Letter of Application

Resume

All applications and required documents must be submitted using the Columbus State University’s online employment site.

If you have any questions, please contact the Human Resources Office at 706-507-8920 or e-mail to hr@columbusstate.edu.