**Career Services Coordinator**

Eastin Center for Career Readiness

Spears School of Business

Oklahoma State University

\*\*For full consideration applicants must apply online at jobs.okstate.edu – Req4407, and upload a resume, cover letter and list of three references.

The Coordinator provides the Spears School of Business undergraduate students, graduate students, and alumni with the opportunity to access quality career exploration resources and internship/job search services. Primarily focus is on assisting students and encouraging career readiness to conduct a job/internship search, developing and fostering relationships with corporate contacts, and maintaining an environment that will ultimately facilitate student placement. This person will also work with other groups in Spears to assist with recruiting and retention of Spears School of Business students, where it relates to career development.   Travel is required to visit recruiters and potential recruiters around the country.  The coordinator may need to lift/carry materials for career fairs and other events.

This position is Monday - Friday from 8:00am-5:00 pm, as well as evenings to coordinate and deliver special events, programs, and meetings during peak recruiting seasons. Occasional weekends required for Career Services representation at prospective student recruiting events.

**Minimum Qualification:**

Master's Business Administration, Counseling, or related field with one year related work experience.  Corporate or university experience with recruiting and placement.

Excellent communications skills. Strong service orientation and ability to multi-task. Ability to work with a diverse group of faculty, staff, students, and the general public. Computer proficiency and willingness to learn new skills and programs as required to meet the needs of Career Services and the Spears School of Business.

**Preferred:**

Master's in Business Administration, College Student Development, Higher Education, Counseling or related degree with two years related work experience.

*Oklahoma State University is an Affirmative Action/Equal Opportunity/E-verify employer committed to diversity and all qualified applicants will receive consideration for employment and will not be discriminated against based on age, race, color, religion, sex, sexual orientation, genetic information, gender identity, national origin, disability, protected veteran status, or other protected category. OSU is a VEVRAA Federal Contractor and desires priority referrals of protected veterans for its openings. OSU will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor’s legal duty to furnish information. 41 CFR 60-1.35(c)*