

Florida State University Career Center

Experiential Learning Unit:

CAREER LIAISON (3 positions)

(CAREER DEVELOPMENT SPECIALIST)



The Career Liaison is the primary liaison between The Career Center and the designated academic unit and is responsible for working closely with strategic partners and creating a culture of collaboration among a variety of stakeholders. The successful candidate will develop successful partnerships that connect business, employers, students, and alumni to the academic unit and The Career Center. Staff in these positions work with employers and potential employers to identify and increase career-related experiential learning opportunities, e.g., co-ops, internships, research, volunteer, and summer employment.

These positions engage directly with faculty, staff, and academic advisors in assigned academic units to inform students and faculty about experiential learning opportunities and collect information about current experiential engagements. The position oversees the successful implementation of all related functions and reports directly to the Program Director or Senior Assistant Director, Experiential Learning, of The Career Center and resides part-time in the academic unit(s) and part-time in The Career Center, a Division of Student Affairs at Florida State University.

Essential Functions:

The essential functions of the position include, but are not limited to, the following:

- Support and assist in the development, direction, administration, and promotion of university-wide experiential learning/education program for undergraduate and graduate students.
- Serve as liaison to a specified academic unit. Research specific career development needs for the students in that College.
- Facilitate, promote, and expand interaction with business/industry, government, and non-profit employers to create and increase career-related work experience opportunities, e.g., co-ops, internships, volunteer, research, and summer employment.
- Plan, implement, and conduct outreach workshops, presentations, and programs to educate and inform students, faculty/staff, and administrators about internship programs and services and employability skills.
- Advise/counsel students individually or in groups regarding various types of work experience opportunities, resources, registering for services, and job search strategies.
- Evaluate and approve student's experiential learning applications for the Experiential Recognition Program (ERP) — notation on the transcript — and the Experiential Certificate Program (ECP).
- Coordinate and develop experiential learning events and special programs, e.g., Part-Time Job Fair, Internship Panels, and Career Exploratory Network events.
- Provide accurate data collection for student engagement in experiential learning opportunities, e.g., internships, shadowing, co-ops, and volunteer experiences.
- Deliver other core Career Center programs including teaching the career planning class, career advising, and employer development.

Qualifications:

The minimum requirements for this position include, but are not limited to, the following qualifications:

- Master's degree in counseling, student personnel, human resources, higher education, communication, business administration, or related field.
- Prefer a minimum of 2 years of experience in Cooperative Education/Internship Program or Career Services work setting.
- Must demonstrate effective oral and written communication, program planning, presentation, and computer skills.
- Ability to establish rapport and relate well to students, faculty, employers, and staff.
- Ability to work with a diverse population of team members and constituents.
- Willingness to work collaboratively with academic colleges.
- Service-oriented approach.
- Careful attention to detail.

Application Deadline: July 21, 2015

To apply, visit Florida State University's Employment & Recruitment Services website at <https://jobs.fsu.edu> and search by Job ID: 38855.

Location: Tallahassee, Florida

Full/Part-Time: Full-Time

*This is an A&P (Administrative and Professional) position
Equal Opportunity/Access/Affirmative Action Employer



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linking futures