

**Job Title**

CAREER COORDINATOR

**Job Number**

S00281

**Department**

Center for Career Development

**Open Date**

04/29/2015 – Open Until Filled

Columbus State University has an opening for a Career Coordinator located in the Center for Career Development. The selected candidate will report directly to the Director of the Center for Career Development and will serve as the Career Coordinator for Student Success. This position is involved in varied administrative duties to include coordinating all aspects talent development and career readiness initiative. Further this position will be in charge of tracking and assessing positive student learning outcomes including job placement rates in support of the campus' retention, progression, and graduation (RPG) efforts. This position will also provide career advising services to students and alumni to include resume critiquing and mock interviewing in order to prepare students for a successful job search suited to their career goals and aspirations. The successful candidate will also serve as a liaison to all academic majors for the purpose of classroom presentations and other relevant requests.

The selected candidate will implement the new student talent development and career readiness initiative by designing and implementing the new soft skills development curriculum; planning and coordinating additional development workshops throughout the semester; working in partnership with the Employer Relations coordinator to plan student activities, including the Professional Development Dinner, Mock Interview Day, and Job Shadowing Days; implementing a chapter of Delta Epsilon Iota (Career Services Honor Society) on campus to serve as Center for Career Development Ambassadors and Peer Consultants; coordinating with the Financial Success program to create a Career and Financial Success series, including a day symposium; and all other related duties as assigned.

Minimum qualifications include a Bachelor's degree for an accredited college or university; three to five years of considerable, progressively responsible experience in higher education, career development services, financial services, and/or human resources; and/or a combination of education, training, and experience. The selected candidate must possess excellent oral, written, interpersonal, and public speaking communication skills; possess excellent computer skills in PC and MAC; have the ability to quickly learn new specialized software; possess considerable knowledge of office management procedures and systems; proven ability to successfully plan, organize, and execute special events; extensive marketing and sales skills; and possess the ability to design promotional print materials and utilize online social media tools.. The successful candidate must possess the willingness and ability to solicit and engage corporate and individual sponsors for events and services; maintain administrative records and prepare appropriate reports; be an outstanding team player; maintain effective working relationships with peers, supervisors, faculty, staff, students, and the general public; and possess outstanding organizational skills including the ability to multi-task, work well under pressure, and meet timely deadlines.

A Master's degree and knowledge of all aspects of career services is preferred. A proficiency with InDesign is also a plus.

Candidate must be available as necessary for after-hours appointments and events, including some nights and weekends.

The salary is commensurate with education and experience.

Review of applications will begin immediately and continue until the position has been filled. 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**

- Resume
- Cover Letter

All applications and required documents must be submitted using the Columbus State University's online employment site. To access the Columbus State University's online employment site, please visit <https://columbusstate.peopleadmin.com/>.

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