



CAREER SERVICES

AT SPEARS BUSINESS

Position: Career Services Coordinator

Department: Spears School of Business Career Services

Position Number: 533942

Location: Stillwater, Oklahoma

Requisition ID: 1576

Position Descriptions

Provides the Spears School of Business undergraduate and graduate students and alumni with the opportunity to access quality career exploration resources and internship/job search services. Primarily focus 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.

Major Functions

- Works on a daily basis with students, alumni, faculty, employers, and Eastin Center office staff to provide services and coordinate/execute events for business undergraduate with minimal privacy and frequent interruptions.
- Serves as a liaison between the Eastin Center and OSU Career Services, as well as other university and industry partners.
- Represents the Spears School, Eastin Center, and Career Services during university special events, career fairs, and other activities. Promotes OSU Career Services through outreach activities on campus for current business students and prospective students.

Qualifications

- Bachelor's degree in Business Administration, Counseling, or related field
- 1 year related work experience.
- 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 Qualifications

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

Application Instructions

- Go to: <http://hr.okstate.edu/employment-opportunities>
- Click on the link to access the OSU Career Site and online application system
- Type in the Requisition ID number: 1576
- Complete profile and upload documents