**Coordinator – On-Campus Interviewing**

Student Affairs

Louisiana State University

**Job Description**

This position is responsible for management of the On-Campus Interviewing Program and Recruitment Center in the LSU Olinde Career Center and reports to the Assistant Director, Employer Relations.

Duties include the following:

On Campus Interview Management: 50%

Plan, coordinate and manage the entirety of the on-campus interviewing program. Independently negotiate, coordinate, reserve and confirm interview dates and room availability with employers and other groups. Independently responsible for communicating OCI procedures, including instructions/tutorials on the on-line system, hotel and travel information, parking information, to over 200 employers. Provide a professional recruiting experience for visiting employers and students.

Design and communicate the employee check-in rotation and provide training to full-time staff on duties of employer check-in for OCI. Troubleshoot any problems arising from the interview programs with employers, students, faculty, and staff. Manage the functions of the online system used to facilitate on-campus interviews.

Maintain and enter all records of past OCI history in an organized and appropriate system.

Work with employers to evaluate their experience at LSU, especially as it relates to the On-Campus Interview Program.

Work with students campus-wide on every aspect of the interview process, including enforcing the no-show policy. Work with faculty, staff, & administrators across campus to understand the on campus interviewing processes, policies, and procedures.

Facility Management: 30%

Manage all aspects of facility operations in the Recruitment Center (supplies, technology, work orders, etc), including serving as main point of contact when issues/questions arise. Manage student, external departments, staff, faculty, etc, requests of use of the Recruitment Center outside of the On Campus interview cycle. Manage & lead a team of 2-4 student employees.

Professional Staff Responsibilities: 20%

Assist with special projects on the Employer Relations & Development team. Attend staff meetings, service area meetings, and other meetings that impact this position and/or input from this position is needed or requested. Participate in the strategic planning and assessment processes. Participate in campus outreach efforts by representing LSU Olinde Career Center at various events and by serving on various committees. Perform other duties as needed.

Serve as liaison to a senior college or affinity group. Serve as the primary staff contact for these areas, including communicating with appropriate staff, administrators, and faculty about career development needs of their students. Provide career planning resources and job search connections to these specific populations.

Minimum Qualifications: Bachelor's Degree; Entry-level to three years of experience.

Preferred Qualifications: Master's Degree in Higher Education, Public Administration, College Student Personnel or related field. Experience in a higher education career center or University student services office.

Special Qualifications: Due to the seasonal responsibilities associated with this role, the standard work hours during the 10 week on-campus interview cycle each semester will be 7am-5:30pm. An adjusted work schedule for the remaining 31 weeks will be established upon hire.

**Background Check** - An offer of employment is contingent on a satisfactory pre-employment background check.

**Benefits** - LSU offers outstanding benefits to eligible employees and their dependents including health, life, dental, and vision insurance; flexible spending accounts; retirement options; annual and sick leave; 14 paid holidays; wellness benefits; tuition exemption; training and development opportunities; employee discounts and more!

**LSU is committed to diversity and is an equal opportunity/equal access employer**

**HCM Contact Information:**

Questions or concerns can be directed to the LSU Human Resources Management Office at 225-578-8200 or emailed HR@lsu.edu.

Quick link at ad URL: <https://lsu.wd1.myworkdayjobs.com/LSU/job/LSU---Baton-Rouge/Coordinator----On-Campus-Interviewing_R00026835>