**Career Resource Coord**

**Department Contact**

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| Department Contact Information  Applicants may contact this person if they have questions about this position | |
| **Department Contact Name** | Roseanne Bensley |
| **Department Contact Phone** | 5756461631 |
| **Department Contact Email** | rbensley@ad.nmsu.edu |

**Posting Details**

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| Posting Details | | |
| **Requisition Number** | | 1801274S |
| **Classification Title** | | Career Resource Coord |
| **Position Job Title** | | Career Resource Coord |
| **College/Division** | | Student Affairs & Enroll Management |
| **Department** | | 522000-Career Services |
| **Position Number** | | 197894 |
| **Internal or External Search** | | External - Open to all applicants |
| **Appointment Full-time Equivalency** | | 1.00 |
| **Reports To Position Title** | | Associate Director, Career Services |
| **Target Hourly/Salary Rate** | | $36,000 target entry to commensurate with qualifications |
| **Pay Level** | | 07 |
| **Pay Base** | | Salary |
| **Recruitment Summary** | | New Mexico State University is a comprehensive land-grant institution of higher learning accredited by the Higher Learning Commission of the North Central Association of Colleges and Universities. An active research university, NMSU anchors the southern end of New Mexico’s Rio Grande Research Corridor, exceeding $140 million in research and public service expenditures. NMSU is classified as a Hispanic-serving institution by the federal government with a total minority enrollment over 48%. Home to the state’s NASA Space Grant Program, NMSU is located in Las Cruces, which features desert mesas, the farmlands of the Rio Grande Valley, and the Organ Mountains, an extension of the Rocky Mountain chain. The University is committed to building a cultural diverse educational environment. |
| **Job Duties and Responsibilities** | | This position coordinates the Cooperative Education and Internship Program for the Career Services Department. The position facilitates Cooperative Education and Internship opportunities between students, employers, and the University.  Coordinates, plans and supervises career fairs and assists with the planning and execution of all other career fairs. |
| **Classification Summary** | | Advises students about employment opportunities and careers. Encourages employers to recruit NMSU graduates. Conducts individual and group sessions to inform students of services, policies, and procedures and to provide assistance in resume preparation and interviewing techniques. Serves as liaison between employers and students; administers activities associated with the campus interview program. Coordinates production of job opportunities bulleting and refers students to prospective employers. |
| **Classification Standard Duties** | | Coaches and prepares students and alumni on finding suitable employment by developing job-search skills, effective presentation skills, and understanding of all services available in the Career Services Office through individual advising and group and class presentations. Coaches and assists students and alumni to seek desired employment opportunities. Coaches and assists student and alumni to gain experience through student activities, community service, student employment, research projects, cooperative education, internships and other creative opportunities. Creates and manages the link between alumni, employers, and professional organizations who will provide opportunities for students and alumni to develop professional interests and competencies, integrate academic learning and work, and to explore future career possibilities. Works with faculty in order to develop understanding of the curriculum and corresponding job market to build potential employer contacts. Provides office hours to assigned college areas to advise students and deliver employment services information. Utilizes available computer technology to design and deliver presentations, design and edit office publications, and maintain required statistical information. Develops the personal, internet and print resources necessary to accurately and professionally advise students, alumni and employers. May lead and guide other staff, either same or lower level, or student workers.Performs miscellaneous job-related duties as assigned. |
| **Knowledge** | | Knowledge of current and emerging trends in technologies, techniques, issues, and approaches in area of expertise. Knowledge of career counseling, career testing, resource library utilization, on-campus recruiting, job postings resume referrals and career fairs. Knowledge of customer service standards and procedures. |
| **Skills** | | Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. Skill in the use of personal computers and related software applications. Proofreading and editing skills. |
| **Abilities** | | Ability to advise students/alumni with regard to resume writing, cover letter writing, interviewing skills and job search strategies. Ability to interact with students, faculty and/or staff in a team environment. Ability to provide excellent customer service. Ability to identify and develop employment opportunities at the internship, co-op and full time levels. Ability to foster a cooperative environment to work within the department, as well as with constituencies in other organizational units. Ability to create, compose, and edit written materials. |
| **Required Education** | | Bachelor’s degree in a related field. |
| **Required Experience** | | Three (3) years of experience related to the standard duties as outlined. |
| **Equivalency** | | None |
| **Preferred Qualifications** | |  |
| **Required Certification/License** | | May require a Career Development Facilitator (CDF) Certificate within six months of hire into this position. |
| **Special Requirements** | |  |
| **Other Departmental Requirements** | | Schedule may need to be adjusted with prior notice based on needs of the office. Limited travel, flexible hours during peak times, and occasional evening and weekend schedules. |
| **Standard Work Schedule** | | Standard (M-F, 8-5) |
| **If not a Standard Work Schedule, please describe** | |  |
| **Physical Work Location State** | | NM-New Mexico |
| **Physical Work Location County, if in New Mexico** | | DA-Dona Ana |
| **Work Site** | | Las Cruces Campus |
| **Contingent Upon Funding** | | Not Applicable |
| **Bargaining Unit Eligible Posting Announcement Statement** | | This is NOT a bargaining unit position with American Federation of State, County & Municipal Employees (AFSCME). |
| **Tenure Track** | | No |
| **Posting Date** | | 11/07/2018 |
| **Closing Date** | | 12/06/2018 |
| **Anticipated Job Begin Date (optional)** | | 01/02/2019 |
| **Anticipated Job End Date, if applicable (optional)** | |  |
| **Open Until Filled** | | No |
| **Special Instructions to Applicants** | | The electronic application is the **official** document that will be used to qualify applicants. Paper/email documents will not be accepted. Required documents must be attached to this application. |
| **Quicklink for Posting** | | <http://jobs.nmsu.edu/postings/33208> |
| Working Conditions and Physical Effort | | |
| **Environment** | Work is normally performed in a typical interior/office work environment. | |
| **Physical Effort** | No or very limited physical effort required. | |
| **Lifting Requirements** | Requires handling of average-weight objects up to 10 pounds or some standing or walking. | |
| **Risk** | No or very limited exposure to physical risk. | |

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).

1. \* Where did you become aware of this position opening?
   * NMSU Website
   * Las Cruces Sun News/El Paso Times
   * Albuquerque Journal
   * Chronicle of Higher Ed
   * New Mexico Department of Labor
   * Other (If other please answer next question)
2. If you became aware of this posting from another source, please describe?

(Open Ended Question)

1. \* Do you meet the minimum qualifications for this position? (Student and/or volunteer work does not count towards experience)
   * Yes, I have a Bachelor's degree plus 3 years of related experience
   * Yes, I have a Master's degree plus 1 years of related experience
   * Yes, I have a Doctorate degree
   * No, I do not meet the minimum qualifications for this position

**Applicant Documents**

**Required Documents**

1. Resume/CV
2. Letter of Interest/Cover Letter
3. Unofficial Transcripts (Undergraduate and Graduate Combined)

**Optional Documents**

1. Other Document