**Assistant Director (Student Services Program Coordinator II), Minimum salary $35,168/year, USC Aiken Career Services**

The Assistant Director of Career Services is responsible for coordinating, promoting, and tracking experiential education opportunities for USC Aiken students including cooperative education, internships, job shadowing & informational interviews.  Duties will include maintaining and developing professional relationships with business, industry, faculty, students, alumni, and community organizations. Candidate must have a Master's degree with preference for Student Personnel or related field and one year related experience in either higher education or employer relations, or Bachelor's degree and 3 years of related experience; must possess excellent customer service, interpersonal, group presentation and written communication skills; and must be able to relate effectively to the needs of a diverse student population. Preferred candidates will have a proven background in employer relations and experience with a college student population.  Apply online at: <https://uscjobs.sc.edu/postings/71176>.  **Application Deadline: December 8, 2019.**  Women and minorities are encouraged to apply. USC Aiken is an AA/EOE.

Additional duties will include:

**Employer Relations**

* Conduct employer visits to develop experiential education opportunities, promote the hiring of USCA students and understand the needs of businesses, industry and the local community.
* Assist in the planning and coordination of career events.
* Obtain feedback from employers who have hosted an experiential education activity to assess strengths and weaknesses.
* Attend community events to promote USCA and its students.

 **Student Services**

* Advise and counsel students in searching, applying for and securing experiential education (cooperative education, internships, job shadowing, etc.) opportunities.
* Monitor student placements.
* Direct students in evaluating their skills and goals, identifying appropriate opportunities, and preparing resumes and application materials.
* Conduct individual counseling appointments on a variety of job searching issues including resume, cover letter, interview, and job search.

 **Campus Relations**

* Promote experiential education and other services provided by the Career Services Office to USCA students, faculty and staff through brochures, flyers, and presentations.
* Coordinate with individual academic departments to develop, maintain, track, and evaluate experiential education opportunities.
* Establish connections with the Coordinator of Service Learning and the Alumni Office to assist with the promotion and development of opportunities.