

Employer & Experiential Development Coordinator

Position Information

Title Details

University Code	35111
University Title	Student Services Coordinator 1-3
University Job Family	Student Services

Posting Details

Recruitment Pool	All Applicants
Recruitment Type	Multi Title
Scope of Search	Regional
Working Title	Employer & Experiential Development Coordinator
Position Number	001760
Position Type	Staff
Job Status	Full-Time
FLSA Indicator	Non-Exempt
Employee Group	University Employee
Department	VCU Career Services

Organizational Overview At VCU, we Make it Real through learning, research, creativity, service and discovery — the hallmarks of the VCU experience. A premier, urban, public research university nationally recognized as one of the best employers for diversity, VCU is a great place to work. It's a place of opportunity, where your success is supported and your career can thrive. VCU offers employees a generous leave package, career paths for advancement, competitive pay, and an opportunity to do mission-driven work.

Position Primary Purpose and General Responsibilities Under the direction of the Associate Director, Employer & Experiential Development, the Employer & Experiential Development Coordinator will manage the VCU Career Services recruitment database and related technologies, coordinate the posting of opportunities and recruitment events for students and alumni, facilitate corporate and organizational visits related to employment and experiential opportunities, and evaluate employer needs to best refer organizations for engagement opportunities.

Minimum Hiring Standards

- Bachelor's Degree or equivalent related training and/or experience
- Familiarity with higher education environment.
- Superb customer service skills with keen attention to detail.
- Strong organizational skills required to balance a variety of tasks and manage multiple priorities. Must deploy multi-tasking skills in a very busy office environment.
- Employs tact when interacting with individuals at all levels, both on the university campus and in the business community.
- Effective communication skills (includes both written and oral); ability to act with diplomacy, tact and knowledge of grammar, punctuation, sentence structure, and correct spelling.
- Solid working knowledge of MS Office (includes Word, Excel, PowerPoint) and Google Mail/Calendar. Beginning level is required; an intermediate level is desired.
- Ability to learn and regularly use career services-related database systems, e.g. Handshake, Symplicity
- Critical thinking, problem-solving, and negotiation skills, as well as the ability to synthesize new information, incorporate, and apply to across tasks
- Ability to handle confidential situations properly and manage confidential data appropriately.
- Demonstrated experience working in and fostering a diverse faculty, staff, and student environment or commitment to do so as a staff member at VCU.

Preferred Hiring Standards

- Experience in a University Career Center or career services office on a college campus
- Experience with Handshake or similar Career Services database systems
- Experience with financial systems and record keeping

Required Licenses/ Certifications

Anticipated Hiring Range \$31,400 - \$35,000

Application Process/Additional Information

Campus	Monroe Park Campus
Hours/Week	40
Normal Work Days/Hours	Monday-Friday
Job Open Date	03/28/2019
Posting will close on or before	04/22/2019
Open Until Filled	No
Job Category	Administrative/ Secretarial/ Clerical
Is this a restricted position?	No
Is this position eligible to participate in alternative work arrangements?	No
Sensitive Position	No
Resource Critical	Yes

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * Describe your customer service experience?
(Open Ended Question)
2. * How did you learn of this position?
 - vcujobs.com
 - Professional / Field Group (e.g., Academy of Management)
 - Chroniclevitae.com
 - Diversejobs.net
 - HigherEdJobs.com
 - Indeed.com
 - LinkedIn.com
 - VCU Recruiter / Search Firm
 - Referral / Word of Mouth
 - Other (See Next Question)
 - Unsure
3. * If you selected "Other" for your referral source, please indicate where you heard about this posting? (If you did not select "Other," please enter "n/a."
(Open Ended Question)

Optional & Required Documents**Required Documents**

1. Cover Letter/Letter of Application
2. Resume

Optional Documents

