



T H I N K J U S T I C E

## Website Posting Announcement

**Title:** Career Services Coordinator  
**Reports to:** Director of the Integrated Campus Center  
**Post Date:** May 28, 2010  
**Close Date:** June 28, 2010

*Screening of applicants will begin immediately*

### **Essential Duties and Responsibilities:**

Philander Smith College (PSC) is seeking a dynamic, self-motivated individual with superior interpersonal communication skills to serve as the Career Services Coordinator. Under the supervision of the Director of the Integrated Campus Center (ICC) the principal responsibilities will include the following:

- Coordinate seminars and workshops related to career development, employment strategies and techniques.
- Conduct research on employment opportunities for current students and alumni by accessing local job search web sites, newspapers, state and local employment agencies and other creative means.
- Provide communication to students and employers regarding local, state and national employment activities and opportunities.
- Assume the primary role in the planning and organization of the major career/graduate school job fairs and all ICC career-related campus events and programs.
- Identify and recruit potential employers to hire PSC students and alumni for full-time, part-time, internship employment by cultivating professional relationships with these area businesses.
- Conduct periodic follow-up interviews, surveys and reports to determine employment success of graduates and employers' satisfaction with the quality of education.
- Monitor and maintain the ICC online Career Services Management Programs.
- Assist students in obtaining log-on ID and anything else needed to access the Career Services Department. Updates program.
- Maintain the Career Services Department database, documentation, reports and student records in accordance with company policies and accreditation requirements.
- Maintain department files, supplies and other sources of information or items on record.
- Coordinate and compile surveys to graduates and employers.

### **Minimum Qualifications:**

Master's degree in Student Personnel Services/Higher Education, Counseling, or related field required. This position requires knowledge of the basic principles and theories of student development, educational administration, and public relations. Prefer experience in student employment, career services or related setting

### **Desired Qualifications:**

Experience working with career coaching and counseling; graduate education; current and future recruiting trends and sources on the local and national level; evaluation of related graduate student qualifications and matching qualifications with employer needs; supervising staff; management principles and organizational principles related to budget planning; Microsoft Office Applications; presentations skills; effective written and verbal communication skills.

***Candidates that do not meet the minimum qualifications for education and experience need not apply.***

### **How to Apply:**

Send the following documents to: [HumanResources@philander.edu](mailto:HumanResources@philander.edu)

1. Cover letter
2. Current resume
3. Three letters of reference

*Philander Smith College is an equal opportunity employer and does not discriminate applicants or employees based on their age, race, sex, national origin, ethnicity, veteran status or religion. Philander Smith College is a smoke-free and drug-free work environment. Philander Smith College participates in E-Verify.*