

## Position Information

Request/Posting Number	0501427
Position Title	Career Development and Internship Specialist
Department	COBA
Job Open Date	01-10-2012
Job Close Date	Open Until Filled
Full Time/Part Time/Temporary	Full-Time
Scheduled Hours	
Job Type	Staff
Position Purpose	Develop, promote, and administer internships and career development services for undergraduates within the College of Business Administration.
Hourly Rate:	
Knowledge, Skills and Abilities	<p>Knowledgeable about business career paths, career development strategies, job analysis; career decision making; job search; interview and resume writing skills; business communications strongly preferred. Ability to learn career assessments including the Clifton Strengthsfinder.</p> <p>Strong customer service orientation, attention to detail. Strong written &amp; oral communication skills including face to face and telephone interaction and the ability to draft business letters and emails. Ability to manage job responsibilities in a multitask environment.</p> <p>Knowledgeable about Family Education Rights and Privacy Act (FERPA), Equal Employment Opportunity laws, Affirmative Action employment laws, Americans with Disabilities Act, laws regarding eligibility to work in the United States and any other state or federal employment or student related statute.</p> <p>Working knowledge of all Microsoft Office programs (especially Word, Excel, Access), Internet navigation/research and Social Media. Knowledge of, or ability to learn and navigate, eRecruiting, BANNER, Survey Monkey, Hannon Hill and various career development software programs.</p> <p>Skills and Abilities: Ability to advise and/or assist students with their career development goals, internship/job search and strategies for success.</p> <p>Ability to research information and provide classroom presentations and workshops on required internship coursework, resume writing, interviewing, and exploring employment and internship options.</p> <p>Ability to work effectively in a team environment and to communicate with co-workers, students, administration, faculty and employers in a courteous and professional manner.</p> <p>Ability to communicate to internal and external customers utilizing effective oral and written communication skills; and develop and maintain professional relationships.</p>

	<p>Ability to create and maintain social media campaigns.</p> <p>Ability to develop well written academic reports, resumes, business letters, email and marketing communications.</p> <p>Ability to learn to build, maintain, and manage large databases.</p> <p>Ability to promote the services and benefits of Career Development Center to students, alumni, faculty and employers in person and over the telephone.</p> <p>Ability to plan, organize and coordinate various events and activities.</p>
Experience	A minimum of two years experience in an academic, career services or human resources environment. Prior experience with career development or internships a plus.
Education	Master's degree or equivalent experience required.
Working Conditions	Sedentary work. Occasionally requires standing, lifting, pulling, pushing, carrying and climbing, reaching both high and low. Frequently requires walking and balancing. Constantly requires sitting, repetitious finger and wrist movement, speaking clearly, hearing conversations, hearing (with acuity), seeing near and far with depth perception and color vision.
Additional Information:	An electronic copy of your resume and cover letter must be attached in order to complete the online application process.
Supervisor?	No
If yes, state supervisory functions:	N/A
Special Instructions to Applicants	
Required Applicant Documents	Resume/CV Cover Letter
Optional Applicant Documents	
<b>JOB FUNCTIONS</b>	
Job function (1):	Serve as the instructor for COBA undergraduate internship and career development courses. Confirm student eligibility, create and distribute course materials, collect internship agreements and facilitate intern evaluations. Deliver the content and structure for the Internship and Career Development Seminar courses.
Job function (2):	Coordinate and maintain assessment data for the undergraduates in COBA including First Destination data (placement report) and information on graduates and alumni for all programs. Manage database to track job acceptances and salary data. Provide reports for the University, AACSB International and ranking organizations.
Job function (3):	Advise and educate undergraduate business students and young alumni on internship and job search including matching career objectives to opportunities. Provides career coaching services including assistance with resume, cover letter and interviewing preparation. Facilitates resume referral and recruiting. Trains students to use online career management system and additional online resources.
Job function (4):	Interact daily with graduate assistants to maintain online career management system including: maintaining employer database, entering on-campus recruiting data, overseeing entry of job postings, generating reports, and entering student/alumni data.

Job function (5):	Promote services of CDC to new and existing employers. Research via Internet positions of interest to business majors and contact employers to develop relationships.
Job function (6):	Prepare and deliver career services presentations to classes, freshman orientation programs, student workshops, etc.
Job function (7):	Maintain web pages and online presence for COBA CDC including developing targeted email communications to students, alumni and employers. Manage social media platforms including Twitter and blogs to facilitate connections between student and alumni.
Job function (8):	Arrange, organize, and manage logistics for events and meetings sponsored by CDC. Design and prepare flyers, mailings and handouts for programs/events. Other job related projects as assigned.