



Career Services Coordinator

Employee Name _____

Effective Date _____

Campus Location _____

Department: Career Services

Full Time Position/Varied Schedule

Reports To: Campus Director

Travel Requirement: May be Required

Position Description:

This role requires individuals to be detail oriented, organized and possess excellent time management skills. The general responsibilities will include administrative duties involved in the placement process which includes: telephone contact with local employers, setting and follow-up of employment interviews for grad students, preparation of students for interviews, compiling job lead sheets for each program, and maintaining database of employers contact information.

Essential Functions:

- Setting appointments with employers and follow-up by phone and Summit correspondence
- Establish interviews for Summit grad students.
- Prepare grads for job interviews. Conduct mock interviews as part of job interview preparation Conduct follow-up of interviews with grad students and employers.
- Responsible for compiling job lead sheets, follow-up of leads, consulting local newspapers, and telephone contact with local employers.
- Set up and monitor externships
- Responsible for creating and updating student files to document student placement, graduation, current status (as examples).
- Create correspondence for Career Services Department to include: inter-department memos, all Graduation and Placement notification letters.
- Responsible for compiling placement portion of COS documents and attending COS meetings.
- Create and submit reports on the activities of graduates, as appropriate.
- Other duties as requested and assigned.

Education and/or Work Experience Requirements:

- Education:** High School Diploma or Equivalent Required
- Experience:** One year of relevant experience (or combined experience): job placement, career services, interviewing, recruitment, resume writing and customer service; preferably in a vocational educational setting. Excellent written and oral communication and organizational skills. Proficient skills and experience in computers to complete spreadsheets, presentation software.

Licensure Requirements:

None

Future Training Requirements:

As requested or required in the future.

Physical Work Requirements:

Work primarily in an office environment with minimal of safety/health hazard potential. Sedentary sitting, walking, occasional lifting (overhead, waist level) from floor, bending, frequent near vision use for reading and computer use.

Special Requirements:

May be subject to a background check and/or Life Scan prior to employment.

Performance Evaluation Criteria:

Summit engages in an annual Performance Evaluation and metrics are denoted on the Performance Evaluation document. Interim Performance Evaluations may be conducted, as needed.

Salary and Benefits:

Denoted on all job offer letters.

Employee Acknowledgement:

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of this position.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes No

I certify that I have read and understand the responsibilities and requirements of this assigned to this position.

Employee Signature

Date