

**JOB INFORMATION**

Effective Date	4/1/2022
Job Code:	3540
Job Title:	Coordinator, Career Services and Employer Relations
Salary Grade/Structure:	030 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Student Engagement
Job Family:	Student Programs
Job Summary	The Coordinator of Career Services and Employer Relations develops and maintains relationships with potential employers of UHCL students and alumni. Manages on-campus recruiting. Supports students in their job search efforts. Manages the Jobs4Hawks database. Oversees Career Services programs and events including; job fairs, career weeks, networking events and workshops. Coordinates marketing of services and events to students, faculty and staff, alumni, employers, and the community.

**COMPETENCIES**

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree		Required	
Bachelor's Degree	Degree in Marketing, Communications, Psychology, Higher Ed Administration.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Related experience in customer service, communication, and marketing. Experience using complex databases.	Required	
Less than 3 yrs	Proficiency in implementing and administering career testing and assessments. Applicants with full-time experience in a college or university career center.	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
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## Knowledge, Skills and Abilities

KSAs	Proficiency
• Ability to communicate professionally and effectively with students, faculty, and external constituents.	Skilled
• Ability to prioritize work during peak work flow periods and manage multiple tasks simultaneously with attention to detail while being flexible to meet the needs of students.	Skilled
• Knowledge of university majors and concentrations and the ability to make recommendations to fit the employers' recruiting needs.	Basic
• Working knowledge of MS Word, Excel, PowerPoint, Databases.	Skilled
• Ability to relate empathically, effectively, and consistently with diverse populations.	Skilled
• Ability to collect, analyze, interpret and report data using technology.	Skilled
• Excellent interpersonal and teamwork skills.	Skilled

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
• Participates in strategic planning and assessment for employer outreach in collaboration with the Associate Director for Career Services. Develop relationships with employers to increase employment opportunities for UHCL students.	15%
• Inform prospective recruiters of academic programs offered at UHCL and the unique strengths of UHCL students. Maintain relationships with existing corporate recruiters through employer visits, telephone calls, e-mail, and face-to-face contact. Support employer recruiting efforts utilizing all on-campus and off-campus channels. Work directly with hiring managers to help identify and pre-screen candidates and facilitate interviews.	10%
• Monitor employer recruiting behavior for compliance with legal and ethical standards. Coordinate recruitment calendar for on-campus recruiting, establish recruitment dates and set interview schedules. Enter employer recruiting criteria and create interview schedules using Jobs4Hawks database.	10%
• Manage student registration and selection for on-campus recruiting according to policy, procedure, and employer criteria. Meet with students to ensure student compliance and to resolve recruiting scheduling problems. Assist Associate Director for Career Services with development of policies and procedures for recruiting and student registration.	10%
• Career Services Events: Manage Career Services events including; All Majors Career Fair, Internship Fair, Teacher Job Fairs, Texas Job Fair, Career Weeks, networking events, and all similar events and programs.	20%
• Student Job Search Support: Conduct outreach activities to educate students about Career Services and the job search process. Advise students on career development and job search competencies. Conduct workshops on job search topics. Maintain information resources regarding job market trends and salary information.	10%
• Jobs4Hawks Database Management: Oversee resume desk and resume referral process. Oversee student registration in career services. Advise and monitor student ethical behavior and accuracy of factual information entered in the database. Manage job posting service including; maintaining procedures to provide employers with appropriate forms, organizing the job listings, and overseeing data entry by student workers. Annually update the information in the database. Prepare annual usage reports.	15%

## Essential Functions

Essential Function	% TIME
• Attend staff and University meetings, and professional conferences/meetings as assigned. Assist with training and supervision of student workers, as needed. Cover required evening and weekend hours.	5%
• Other related duties as assigned.	5%

## PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			

## Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

## Travel Requirements

Estimated Amount	Brief Description
5%	