



## Job/Position Description

### COORDINATOR OF CAREER SERVICES

#### APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this job you should submit a [KWU Employment Application Form](#), a cover letter, and resume/curriculum vitae. Please email your application materials to [bridget.weiser@kwu.edu](mailto:bridget.weiser@kwu.edu) (preferred method) or mail the same to The Office of Human Resources, Campus Box 33, Kansas Wesleyan University, 100 E. Claflin, Salina, KS 67401-6196 – NO PHONE CALLS PLEASE. In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. If emailing, make sure you reference the position title on the subject line of your email.

The timeline for filling this job is:

- Applications will be taken until the job is filled.
- Interviews will begin as soon as qualified applicants are identified, and continue until a hiring decision is made.
- Job is to be filled as soon as possible.
- Job begins as soon as possible.

We will NOT check personal references or present and past employers without first notifying you of our intent to do so.

#### ADMINISTRATIVE INFORMATION

**JOB'S TITLE:** Coordinator of Career Services

**JOB'S OPERATING GROUP:** Student Development Office

**OPERATING GROUP'S PURPOSE AND MAJOR RESPONSIBILITIES:** The purpose of the Student Development Office is to effectively and efficiently develop and deliver the university's non-academic and non-athletic programs in order to promote student personal growth, and to do so in a way that enhances student satisfaction and success. Major responsibilities include: 1) residential life, 2) career services, 3) spiritual life, 4) intramural and recreational activities, 5) social activities, and 6) student governance activities.

**JOB'S DEPARTMENT:** Career Services

**DEPARTMENT'S PURPOSE AND MAJOR RESPONSIBILITIES:** This position is responsible for providing opportunities that connect classroom learning with experiential learning, assuring best practices are met. The advancement of career planning and experiential education as a retention tool for KWU students is a critical role for this position.

**JOB'S DIRECT SUPERVISOR:** Vice President for Student Development

**DATE JOB LAST REVIEWED OR ANALYZED:** May 2018

**JOB'S EMPLOYMENT STATUS:** Full-time, Staff, Exempt (Teaching Exemption), Salaried, At-Will

**JOB'S SALARY OR SALARY RANGE AND BENEFITS:** Starting salary dependent on final candidate's qualifications, expertise, and experience. Benefit package including health care, paid time off, and retirement is available.

#### JOB INFORMATION

**JOB SUMMARY:** Provides leadership and administrative functions in all career planning, internships, volunteer programs, and service projects provided to KWU students and alumni, as appropriate. This position is primarily responsible for teaching students how to prepare identity and select careers, prepared resumes and other employment documents, and how to market themselves to perspective employers. In addition, this position is responsible for 1) enhancing the visibility and reputation of KWU programs to outside constituents (prospective students, parents, outside employers, professional organizations, etc.) through effective career marketing and networking, and providing students with opportunities that connect classroom learning with experiential learning (internships, job shadowing, etc.). The advancement of career planning and experiential education as a retention tool for KWU students is a critical role for this position.

**JOB WORKS WITH:** The Student Development Office staff of 5-8 people. In addition, this job works with students, faculty, staff, community and Alumni.

**JOB'S STAFF AUTHORITY:** None

**JOB'S BUDGET AUTHORITY:** None

**JOB'S PHYSICAL WORKING CONDITIONS:** Inside temperature controlled office and classroom environments.

**JOB'S UNUSUAL HAZARDS OR WORKING CONDITIONS:** None

**JOB'S EQUIPMENT:** University phone system, University computer system, desktop computer.

**JOB'S WORK SCHEDULE:** A flexible work schedule of 40 hours per week requiring working some nights and weekends to accommodate students and the department. Irregular hours are required at high peak times of the year.

**JOB'S TRAVEL REQUIREMENTS:** Approximately 90% of time spent in a temperature controlled office and classroom environments and 10% of the time spent in a travel environment.

## JOB DUTIES AND PERFORMANCE STANDARDS

### **JOB'S ESSENTIAL RESULTS, BEHAVIORS, AND PERFORMANCE MEASURES:**

- Teaching:
  - Teaching, planning, and conducting workshops/events to facilitate experiential education and career planning for all students; including job search strategies, interview strategies, resume building strategies, internship procedures, job fairs, service and volunteer opportunities, social media and current trends and graduate/professional school preparations, graduate assistantship opportunities.
  - Teaching and counseling students in the career planning process, including choice of major and career interests.
- Advising
  - Developing a 4-year career planning and experiential education center approach.
  - Assesses experiential education and career planning needs of students; plans events, locates and or develops resources to meet these needs.
- Reporting
  - Coordinating annual employment and graduate placement statistics and publish annual report.
  - Maintain individual statistical data, creating weekly, monthly, semester, and annual reports.
- Marketing
  - Promoting the department through marketing of programs and services as well as the development of information for the web page, interactive web site, blogs, and resume/job skill applications.
  - Identify and make recommendations to the Vice President for Student Development for continuous improvement of services and programs.

### **OTHER DUTIES**

- Assists in all operations of the Student Development Office.
- Assists in the coordination of New Student Orientation and the First Year Experience program.
- **Performs other duties assigned by the position's supervisor.**

## JOB QUALIFICATIONS

### **EDUCATION:**

- MINIMUM REQUIRED: Bachelor's Degree
- PREFERRED: None

### **CERTIFICATIONS AND LICENSES:**

- MINIMUM REQUIRED: None
- PREFERRED: None

### **WORK EXPERIENCE:**

- MINIMUM REQUIRED: One year of work experience (or equivalent internship) in career services or related experience.

### **KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA's:**

- MINIMUM REQUIRED
  - Have or be able to obtain a valid driver's license.
  - Commitment to the philosophy of private higher education and the mission of the University.

- Demonstrated ability to prioritize multiple and sometimes conflicting projects and responsibilities.
- Demonstrated high level effectiveness in using Word, Excel, Power Point, and Outlook.
- Enthusiasm and positive attitude toward creating a caring, student-centered environment.
- Extremely well organized with excellent follow-through ability and polished presentation skills.
- Demonstrated ability to maintain confidentiality.
- PREFERRED
  - Demonstrated ability to create and organize effective, efficient, and to execute those plans within required time lines; and to do so with limited supervision.

## NOTICE OF SPECIAL JOB OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of the University, all employees of Kansas Wesleyan are considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered to be “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. In order to fulfill its mission as a United Methodist affiliated institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.