



## Job/Position Description

### Career Services Coordinator

#### APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position you should submit a [KWU Employment Application](#), cover letter, resume/curriculum vitae, and your salary requirements. Please email your application materials to [hr@kwu.edu](mailto:hr@kwu.edu).

In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. Make sure you reference the position title on the subject line of your email. No phone calls please.

The timeline for filling this job is:

- Applications will be taken until job is filled.
- Interviews will begin when qualified applicants are identified, and continue until the job is filled.
- The job starts 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. KWU is an Equal Opportunity Employer.

#### ADMINISTRATIVE INFORMATION

**POSITION TITLE:** Coordinator of Career Services

**POSITION'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.

**POSITION'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.

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

**DATE POSITION LAST REVIEWED OR ANALYZED:** May 2021, Vice President for Student Development, Bridget Weiser; Human Resources, Becky Mathews

**JOB'S EMPLOYMENT STATUS:** Full-time, Staff, Exempt, At-Will

**POSITION'S SALARY AND BENEFITS:** Final salary is dependent upon the successful candidate's experience and qualification. Full-time benefits as outlined in the university benefits package found on the university's job web site.

#### JOB INFORMATION

**JOB SUMMARY:** Under administrative direction, provides leadership in all career planning, internships, volunteer programs, and service projects provided to KWU students and alumni, as appropriate. This position is responsible for raising the visibility and reputation of KWU students to outside constituents through effective marketing, professional organizations, and networking techniques. 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 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 a temperature controlled office environment.

**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 environment and 10% of the time spent in a travel environment.

## JOB DUTIES AND PERFORMANCE STANDARDS

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

#### CAREER SERVICES:

- Developing a 4-year career planning and experiential education center approach.
- Planning, teaching, 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.
- Counseling and teaching students in the career planning process, including choice of major and career interests.
- Assesses experiential education and career planning needs of students; plans events, locates and or develops resources to meet these needs. Make recommendations to the Vice President for Student Development for continuous improvement of services and programs.
- Coordinating annual employment and graduate placement statistics and publish annual report.
- Maintain individual statistical data, creating weekly, monthly, semester, and annual reports.
- Coordinate the sophomore mentoring program.
- Organize and promote the career closet program.
- Network with local, regional, and national employers to maintain job openings, internship opportunities, and mentorship opportunities.
- Promoting the department through marketing of programs and services as well as the development of information for the web page and social media. To include an interactive web site, blogs, and resume/job skill applications.
- Supports the student retention efforts of KWU.
- Works collaboratively with the office of the Provost and Institutional Advancement on career center programming and community outreach.
- Assists in all operations of the Student Development Office.
- Assists in the coordination of New Student Orientation and the First Year Experience program.

#### OTHER DUTIES

- 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
  - 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.
  - Have or be able to obtain a valid driver's license.
  - 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.