



## Job Description

Working Title: Coordinator of Student Success for Career Development, #209		
Division/Department: 240-Student Success Center		Location: Student Success Suite
Reports to: Morgan Thompson		Title: Dean of Student Success
Position Type: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Student Worker	FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Hours worked Per Week: 40

**POSITION SUMMARY:** This person is responsible for establishing, implementing, maintaining, and evaluating services that help students be successful at MACU, specifically in the areas of career development and student employment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide career services for students, including resume development and review, internship skills training, networking, job searching, etc.
- Assist students with setting realistic career goals and determining a career path
- Maintain on-campus and electronic job boards for part-time and full-time positions and internships
- Host job fairs on-campus for employment opportunities
- Collaborate with faculty members to identify, develop, and promote internship opportunities for students; to assist students with School-specific career functions and preparation; and to help students identify and pursue graduate school opportunities
- Develop relationships with community leaders to build internship and career opportunities for students and graduates
- Develop services that assist students in transitioning from college to career life, including money management, apartment searching, etc.
- Oversee marketing of career development services and student employment opportunities
- Monitor and report student usage of career services and student employment
- Assist with Graduate Tracking efforts
- Oversee student employment at MACU, including the approval process, trainings, and events
- Hire, train, and supervise assigned student staff members in the Student Success Center
- Compile and analyze research data that pertains to student success, career services, and retention
- Assist with development and administration of trainings related to career development and student employment
- Work with the Student Success Team to coordinate and support Center-wide events for students
- Serve on university committees as assigned
- Other responsibilities, as assigned by supervisor

**SUPERVISORY RESPONSIBILITIES:** Assigned student staff

**QUALIFICATIONS:** Excellent oral and written communication skills, excellent customer service, intermediate research skills necessary.

**EDUCATION and/or EXPERIENCE:**

Bachelors required; Masters preferred. Background in career services and/or student services strongly recommended.

**COMPUTER SKILLS:** Microsoft office proficient

**LANGUAGE SKILLS:** Excellent English. Must be an excellent writer.

**REASONING ABILITY:** High level reasoning skills are necessary for evaluating student needs and connecting them with appropriate services.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.