



Job Title	Career Services Coordinator	Job Code	SD0220
Pay Plan	A&P	Pay Grade	16
Union	Non-Union	Union Code	0
Job Family	Student Development & Enrollment Services	Subfamily	Career Development/ Placement

Job Family & Subfamily Summary

Student Development & Enrollment Services Professionals develop, implement, facilitate, and evaluate various programs focused on assisting students in successfully integrating into the University environment.

Career Development/Placement Professionals focus on students' career development by working with students, alumni, and/or potential employers. Provide counseling to students, develops programs and activities to assist students with career development.

Job Summary

Provides comprehensive career services and programs to assist students in developing, evaluating, and effectively initiating and implementing career, education, and employment decisions and plans through collaborative internal partnerships and relationships with UCF administrators, faculty, and staff, as well as effective external partnerships with key employers.

Representative Duties

1.

- Coordinates all administrative activities between employers, Career Services, & employer interactions with students/alumni
- Manages database and gathers and compiles data for reporting
- Creates and interprets policies & procedures
- Forecasts and oversees budget for recruiting
- Supervises staff
- Coordinates and manages logistics and customer service for employer visits and college events
- Provides outreach and specialized programming
- Develops and maintains partnerships with local and national employers seeking to hire students and graduates
- Attends networking events, trade shows, and employer meetings to recruit employers

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
2+ years of relevant work experience OR 0+ years of relevant work experience with a Master's Degree		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.