

## **Career Services Program Specialist Success Epicenter**

Position # 25-001

Non-Exempt/Classified/Hourly Staff, full time regular, benefits eligible position. Salary is commensurate with education and experience.

### **Pay Grade**

05

### **Benefits**

- Retirement plan with 6% mandatory every pay (biweekly) that is matched 100%
- Free \$10,000 life insurance policy
- Your choice of 7 different Health Insurance plans
- Dental, Vision, Hearing, Term Disability, Long & Short-Term Disability, Legal Insurance, Flexible Spending Accounts, Healthcare FSA, and Dependent Care FSA
- Annual and Sick leave
- Minimum 12 paid holidays per year
- WVU Parkersburg tuition waiver (if eligible) for an employee, employees' spouse or dependent of a full-time benefits eligible employee who is 24 years of age or younger

### **To Apply**

- Submit an Employment Application packet available at [www.wvup.edu/jobs](http://www.wvup.edu/jobs)
- If the position requires a degree, attach a scanned copy of your unofficial college transcripts with the Employment Application packet.
- WVUP is an Equal Opportunity/Affirmative Action Employer. Minorities/Veterans/Disabled Encouraged to Apply.

### **Function/Summary**

This position is responsible for coordinating career services and resources at WVUP. These resources and services are available to all incoming, currently attending, and graduated students. This office is charged with providing opportunities for professional development for students. This individual will be responsible for the collection of placement and employment data that may be used by the college to inform program outcomes. The Career Services Program Specialist will work to partner with local employers to provide possible employment opportunities for alumni.

### **Minimum Qualifications**

Education:

- Bachelor's degree in a related field or equivalent education and experience.
- Master's degree in Education, Communications, or Human Resources (preferred).

Experience:

- 5 years related experience.
- Experience with available state and local resources.
- At least one year in higher education, management supervision or customer service (preferred).

Licensure:

- N/A

**Knowledge, Skills & Abilities**

- Knowledge of local and regional business and industry.
- Proficiency in using and managing databases to maintain accurate records of student and employer interactions, job placements, and other relevant data.
- Excellent written and verbal communication skills, including the ability to communicate professionally with students, graduates, staff, employers, and external stakeholders.
- Strong interpersonal skills and a customer-centric approach to providing assistance and support to students, graduates, employers, and others.
- Ability to work collaboratively with colleagues and external partners to achieve common goals and enhance the effectiveness of career services.
- Ability to complete multiple, complex tasks autonomously or in collaboration with others.

**Duties/Responsibilities**

<b>Frequency:</b>	<b>Duties:</b>
75%	<ul style="list-style-type: none"> <li>• Provide guidance, resources, and services to help students and alumni enter the workforce and achieve career success.</li> <li>• Teach students how to develop a quality resume and cover letter for their field.</li> <li>• Review resumes and cover letters to make recommendations.</li> <li>• Provide campus-wide and in-class presentations on career development topics.</li> <li>• Ensure that online students and students at all campus locations have access to Career Service’s resources.</li> <li>• Offer career exploration guidance through assessments, advising and other resources.</li> <li>• Coordinate Career Services events that provide opportunities for professional development.</li> <li>• Utilize career management software systems to provide resources to students to identify career field and/or major.</li> <li>• Track post-graduation employment and placement in the field.</li> <li>• Provide opportunities for employers to interact with students and alumni.</li> <li>• Collaborate with other departments to implement a post-graduation satisfaction survey.</li> <li>• Create opportunities for local employers to make students aware of employment opportunities and access resources to recruit WVUP students and alumni.</li> <li>• Recruit and maintain employer partners and stakeholders so that programs can learn about trends for each field of study and can assist informing new and current students about working in their chosen field.</li> <li>• Establish a process for students to have access to an opportunity for mock interviews.</li> <li>• Coordinate marketing that will communicate program services to recruits, students, faculty, alumni, and employers.</li> </ul>
15%	<ul style="list-style-type: none"> <li>• Assist with developing and managing the Career Services budget.</li> <li>• Lead or collaborate with interdisciplinary teams as assigned.</li> <li>• Work with programs that need data on student engagement with Career Services resources and programs.</li> </ul>
15%	<ul style="list-style-type: none"> <li>• Other duties as assigned.</li> </ul>

**Posted**

07/18/2024 with an application deadline of 08/01/2024.