



POSITION ANNOUNCEMENT

Job Title: Coordinator for Career Development
Department: Career Development
Reports to: Director of Career Development
Shift/Hours: 40 hours per week
Date Prepared: August 11, 2021

SUMMARY:

This position provides administrative support to the director. Oversees all business operations for the department to include maintaining records and files, providing technical assistance to users of Handshake, the university's job platform, internship administrative duties, and annual graduate survey. Coordinates the student employment process.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Handles administrative workflow and enters internship and student employment data in ACCESS database in a timely manner. Also maintains files, sends and summarizes employer and student evaluations and supplies information to faculty for grade consideration.
2. Handles recruitment process to include monitoring and approving positions on Handshake and assists students seeking employment.
3. Verifies electronic employment documents for the on-campus student employment program, and verification of employment for former student employees.
4. Maintains rapport with students, faculty, staff and employers and provides assistance and general employment inquiries to those using Handshake.
5. Maintains supply inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
6. Develops processes for integrating data from both the institutional database (Jenzabar) and program databases (ACCESS) to include preparing reports, disseminating, inputting, and compiling statistics of annual graduate survey responses.
7. Maintains Career Development website and portal: job fairs, Career Development events, and portal links. Updates University calendars with departmental events.
8. Assists in planning Fall Major Fest, Fall Student Employment Fair and Spring Job Fair, Professional Business Etiquette Reception, including ordering supplies, creating marketing materials, making facility requests and ordering food.
9. Answers telephones, schedules calendar appointments for director, takes messages, routes mail, produces documents and creates files for department and schedules on-campus recruiting visits for employers.
10. Submits requisitions and monitors expenses.
11. Other duties as assigned.

QUALIFICATIONS: The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and/or ability required. Must have a valid driver's license, commercially insurable driving record, and own transportation.

EDUCATION AND EXPERIENCE: Bachelor's degree in Business Administration or a technical field or an Associate's degree with two to three years related experience and/or training; or equivalent combination of education and experience. Computer expertise and experience in Adobe X Pro, Access and Jenzabar school information system. Must be proficient with Microsoft Office Word, Excel, Access, MS Teams. Must be self-motivated with excellent communication organization and interpersonal skills and have prior experience working with the public in customer relations/services.

TO APPLY: Please **complete the application** on our website at madonna.edu. Please send a **letter of intent** reflecting the above responsibilities and qualifications and a **resume** to hr@madonna.edu.

MADONNA UNIVERSITY: A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.