

The University of Mississippi Career Center seeks qualified applicants for a Recruiting Coordinator. This position reports to the Associate Director of Employer Services and provides assistance in all aspects of on-campus recruiting, serving as the primary liaison between the career center and employers to assist in creating effective recruiting programs. The incumbent will serve as staff liaison to the School of Accountancy.

This position assists in the development of marketing plans to encourage new and existing employer participation in career center activities; assists in developing and implementing revenue-generating programs; coordinates the internship program and all activities for Internship Week; corresponds with employers from various industries via phone, electronic mail and conventional mail; collects and maintains employer literature in the career library; negotiates and schedules interview dates for employers; arranges public relations events for employers including, luncheons, information sessions and classroom presentations; maintains and updates a computerized recruiting database; manages software system used for student interviews and resume storage/retrieval; oversees the maintenance and upkeep of career center interview suite; manages student interview sign-up process and notifies students of career center activities and potential employer interview schedules.

Consults with students regarding the creation and modification of professional employment correspondence, employer research and the execution of job search strategies; conducts outreach activities including workshops and presentations on job search strategies/skills development, on-campus recruiting orientation, internships, employment trends; serves as a spokesperson for the career center to outside media as it relates to student employment trends and news; supervises student recruiting assistant and Internship Graduate Assistant; assists other staff in planning and implementing large and small events; disseminates information to academic and administrative offices on campus to increase awareness of the programs and services offered by the Career Center.

The successful candidate must have bachelor's degree and one year of experience in a related field. Strong oral, written, and interpersonal communication skills are required. Experience in planning small and large events is necessary. Candidates must possess the ability to prioritize, coordinate and implement multiple projects maintaining tight deadlines. Demonstrated knowledge of computer technology to prepare reports, correspondence and to create and maintain databases is necessary. Knowledge of career services campus recruiting software is helpful. Candidates must demonstrate the ability to work effectively with a diverse population and within a dynamic team environment. Must be willing to work flexible hours during peak times of the on-campus recruiting season.

Review of applications will begin immediately and will remain open until an adequate applicant pool is reached or position is filled. Applicants must submit a letter of interest, comprehensive resume and a list of five professional references on line at jobs.olemiss.edu.

The University of Mississippi is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA employer.