

The University of Texas at El Paso is currently advertising for a Coordinator of Career Services. The primary responsibility will be the career development of UTEP students. The incumbent serves as the supervisor and chief training officer for a select group of Peer Career Advisors (PCA's) who are assigned within UTEPs seven academic units.

The essential functions are as follows:

- Presents career planning programs and workshops to help students and alumni evaluate interests and abilities, determine vocational and educational goals, and develop job search skills.
- Serves as liaison to assigned academic unit(s) and meets regularly and collaborates with college liaisons assigned by academic Dean(s).
- Participates in on-going collaboration with academic advising contacts and the University Counseling Center to bring about continuous quality improvement in the academic/career planning process.
- Supervises a group of PCA's, who will be assigned to specific academic units. Maintains record of and reports PCA activity.
- Evaluates and recommends the purchase of information and resources designed to assist in the training of PCA's and other staff members engaged in the career development process.
- Advises students individually and in groups in areas related to the career development/job search process (e.g. workshops, resume reviews, mock interviews, etc.).
- In cooperation with PCA's and professional staff, develops schedules of workshops to be offered in individual colleges and the School of Nursing.
- Coordinates the marketing, advertising, and selection process for Peer Career Advisors and develops materials used for evaluation and reporting.

Required qualifications for this position are as follows:

- Bachelor's Degree in an area relevant to responsibilities of the position.
- Two to four years related experience and training, including the supervision of others.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Preferred qualifications

- Masters Degree.
- Computer knowledge within area of assigned responsibility.

To apply, please visit our website at www.utep.edu.

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