

Position Information

Job Title	Career Planner/Special Events Coordinator
Department	CRPL - CAREER SERVICES
Job Open Date	10-05-2007
Job Close Date	Open Until Filled
Salary	\$2,570.25 - \$3,855.33 monthly salary range (Commensurate with qualifications)
Status	Full-Time
Job Summary	Provide professional career guidance and counseling to students. Assist with the development of employer relations with business and industry.
Job Responsibilities	<p>Career Counseling and Development: Assist students in identifying and exploring career opportunities. Conduct individual and group counseling. Administer and interpret career-related inventories. Conduct career-related seminars and workshops. Serve as liaison between student seminars/orientation and faculty.</p> <p>Job Development: Develop and maintain employer contacts for part-time student employment. Program, cooperative education and internship program.</p> <p>Events Coordinator: Oversee the implementation and marketing of the Center's new career development software. Assist in planning and managing specific career services informational programs to be presented to incoming students and families. Oversee the planning and execution of Alumni Panels and career Days for campus. Develop Senior days programs to facilitate transition to the work place.</p> <p>Career Services Support: Assist with routine office operations, career fairs, and other events. Work as member of cross-functional team.</p>
Minimum Qualifications	<p>Master's Degree in Counseling, Psychology, Student Personnel, or related. One year counseling experience.</p> <p>Excellent interpersonal communication, writing, computer skills.</p>
Preferred Qualifications	Licensed Professional Counselor. Knowledge of Cooperative Education, career and student development theories: understanding of labor market and business community.
Special Instructions to Applicants	
Notes	The above duties may not be performed in every position with this title and the above functions may not include all related duties that might be performed. Requires physical activities supportive of the above job duties. Reasonable accommodations will be made as necessary.

If you are a male age 18 through 25, you must be properly registered with the Selective Service System to be eligible for hire.

Texas A&M University Kingsville is committed to excellence; the University invites applications from all qualified applicants.
EEO/ADA/AA

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