JOB DESCRIPTION

Career Planning Specialist

Definition of Class
This position exercises discretion and independent judgment in performing duties associated with career planning programs for a College, School, or program within the University. The incumbent tracks and improves the hire rate of graduating students through internships, co-ops and active career counseling, analyzes economic and job markets, and implements marketing strategies for identifying a diverse group of potential employers. This position reports to the Dean of the School or College, or the Chair/Director of an academic program.

Examples of Work Performed
Prepares and maintains a database of contacts, employers, and students to facilitate internship and post-graduation hiring success.

Researches and identifies potential employment opportunities for students through Web searches, cold calls, alumni contacts and student suggestions for job data.

Cultivates employer and alumni contacts and develops effective working relationships with faculty, students, alumni, staff, and other placement professionals. Makes arrangements for site visits to and facilitates recruiter visits to campus.

Gathers data and prepares reports to analyze internship and graduate job placement for administrative utilization.

Provides counseling to students on academic curriculum and conducts on-on one mentoring with students.

Advises students in completion of internship applications, career planning skills and job search strategies, creates short and long-term action plans and follows up with students as needed.

Directs students to services and technology available to improve job search results.

Reviews resumes and cover letters, conducts mock employment interviews; advises students about interviewing, resume development and cover letter writing techniques.

Develops and implements career path and professionalism information sessions for students.

Incorporates Career Center functions available and establishes and maintains the career resources materials.

Follows up with graduating students and tracks job placement to determine success and placement satisfaction.

Performs related or similar duties as required or assigned.

Essential Functions
The essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1) Provides career planning and career development counseling.

2) Serves as a liaison with the UM Career Center.

3) Develops and implements career planning programs, internships, and co-op opportunities.

4) Analyzes job placement data and implements processes to improve the hire rate of graduates.
Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 25 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit and frequently required to use hands to finger, handle or feel objects and reach with hands and arms; and occasionally required to stand; walk; and stoop, kneel, crouch or crawl.

Experience/Educational Requirements:

Education:
Bachelor’s Degree in a related field from a college or university.

AND

Experience:
Two (2) years of experience related to the above described duties.

Substitution Statement:
Related education and related experience may be substituted on a basis set forth by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Title VI/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.