JOB DESCRIPTION

Student Placement Specialist

Definition of Class
The incumbent in this position coordinates the Job Location and Development Program, a federally-funded grant program which develops and helps students locate part-time, off-campus employment opportunities. Organizes career fairs and serves as a liaison between the University and company/school representatives. Frequently exercises discretion and independent judgment in overseeing the Peer Career Educator Program and instructs a Career and Life Planning course. The Incumbent works in a team-oriented environment and reports to the Assistant Director of Employer Services.

Examples of Work Performed
Coordinates the Job Location Development Program, including developing and listing off-campus, part-time employment opportunities, screening and referring applications, determining program needs and projecting budget for fiscal year, tracking statistics for the preparation of federal reports, complying with federal guidelines governing the program’s grant.

Plans and coordinates career fairs; serves as a liaison between the University and company/school representatives, makes facility reservations, coordinates arrangements for visits to campus, develops invitation list, advertises and markets the career fairs within the University community, prepares students for attendance and informational interviews and collects data for preparation of statistical reports on program assessment.

Manages the Peer Career Educator Program including recruitment, selection, training, and supervision of student staff. Schedules student staff to conduct or assist in programs and outreach activities in collaboration with the career development staff.

Instructs Career and Life Planning Courses.

Assists consumers with credential files by serving as a liaison between the university and third-party agency.

Maintains an electronic employer database.

Organizes and implements the annual Educator Recruitment Day; serves as a liaison between the University and school districts, coordinates arrangements for the recruiter’s visits to campus, prepares students through class presentations and orientation sessions, and markets the event to academic departments.

Advises students individually and in groups on recruiting opportunities, career and vocational issues, job search strategies and interviewing techniques, and development of career plans.

Conducts outreach activities, including workshops and presentations.

Manages experiential education files, which includes summer jobs and internships and conducts classroom and organization presentations on such subjects.

Performs similar or related duties as assigned or required.

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

1. Coordinates the Job Location and Development Program.

2. Coordinates Career Fairs for general and targeted student populations.
3. Instructs Career and Life Planning courses.

4. Manages the Peer Career Educator Program.

5. Organizes Education Recruitment activities.

**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 periodically required to sit; and talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

**Education:**
Master’s Degree from an accredited four-year college or university.

AND

**Experience:**
One (1) year of experience related to the above described duties.

**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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