JOB DESCRIPTION

Recruiting Coordinator - Career Center

**Definition of Class**
This is a professional position in which the incumbent provides assistance in all aspects of on-campus recruiting. Incumbent serves as the primary liaison between the career center and employers to assist in creating effective recruiting programs. Provides consultation and assistance to students in the execution of job search strategies, to include resume development, employer research, scheduling of interviews. Assist with planning and executing Career Day, Internship Fairs and other major events. Incumbent is responsible for the maintenance of the on-campus recruiting database; and provides statistical data, analysis, and reports. Incumbent exercises discretion and independent judgment. Reports to the Associate Director of Employer Services.

**Examples of Work Performed**
Corresponds with potential employers via telephone, electronic mail, and conventional mail. Collects employer information and coordinates the employer literature library. Receives and posts periodic job listings.

Assists in the development of marketing plans to encourage new employer participation in Career Center activities and ensure the return of current employers.

Coordinates activities associated with the internship program.

Maintains a computerized recruiting database and ensures information is updated on a periodic basis. Manages the software modules utilized for resume storage/retrieval and student interviews and makes suggestions to enhance the delivery of services to all clientele.

Negotiates interview dates and room availability with employers; schedules interviews; manages student interview sign-up process; prepares interview schedules; troubleshoots any problems that arise from on-campus interviews.

Arranges employer luncheons, information sessions, classroom presentations, and other public relations activities.

Develops and produces marketing materials for the Career Center. Assists with the on-going support of corporate sponsorship program to generate additional revenue for the department.

Maintains contact with students; notifies students of Career Center activities and potential employer interview schedules.

Serves as staff liaison to assigned school.

Conducts outreach activities including workshops and presentations on job search strategies/skills development, career center and on-campus recruiting orientation, internships, employment trends, and special topics for targeted populations; represents Career Center at various on- and off-campus events.

Collects statistical data for on-campus recruiting activities; organizes and analyzes statistical data in database; and produces statistical reports.

Serves as the spokesperson for the Career Center to outside media as it relates to student employment trends and news.
Consults with students regarding the creation and modification of professional resumes and cover letters.

Prepares work schedules for student recruiting assistants; provides supervision and direction for assigned individuals.

Disseminates information to academic and administrative offices on campus to increase awareness of the programs and services of the Career Center.

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. Facilitates relationships with Career Center constituents to publicize Employment Services provided by the department in an effort to increase career opportunities for students. Assists in developing and implementing revenue-generating programs.

2. Coordinates Internship Program.

3. Serves as staff liaison to assigned school.

4. Oversees the maintenance and upkeep of the Career Center Interview Suite.

5. Coordinates the on-campus recruiting program and manages computerized employer database and interview scheduling software system.


**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.

**Experience/Educational Requirements:**

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

AND

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

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved 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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