JOB DESCRIPTION

Coordinator of Career Preparation/Internships

Definition of Class
This position coordinates career planning programs for the School of Business Undergraduate Programs. The incumbent develops and expands career outreach opportunities, facilitates student internship participation, provides active career counseling, and instructs one business course each fall, spring, and summer semester for the School of Business. This position reports to the Director, Undergraduate Career Preparation.

Examples of Work Performed
Creates opportunities in experiential learning, including internship, job shadowing, career-related service learning, and other exploratory activities.

Cultivates employer contacts and develops effective working relationships. Makes arrangements for site visits and facilitates recruiter visits to campus.

Creates content and maintains a website that informs regarding the internship course and experiential learning.

Researches and identifies appropriate employment opportunities to meet the needs of the student internship experience.

Monitors internship placement to facilitate achievement and satisfaction with the student learning outcomes, for both the site supervisor and the student. Participates in the identification, monitoring, tracking and analyzing of student learning outcomes.

Conducts one-on-one mentoring with students. Advises students in career planning regarding majors, career pathways, industries and occupational outlook.

Prepares students in application processes for internships, including applicant tracking systems and keyword optimization.

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 in the classroom and in student organizations.

Collaborates with faculty regarding academic credit for the internship experience. Coordinates and collects documents, portfolios and evaluations related to the student’s internship course requirements.

Instructs one business course each fall, spring, and summer semester.

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) Engages, guides and advises students in career planning, including internships.

2) Instructs one business course each fall, spring, and summer semester.

3) Cultivates working partnerships with employers to facilitate in student internships.

4) Oversees and coordinates student internship experiences.
5) Maintains records, organizes data, prepares reports, and analyzes outcomes.

**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:**
Master's Degree in Business, Communication, Education, or a related field, from an accredited 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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