CAREER SERVICES

CAREER EXPERIENCES COORDINATOR

POSITION OVERVIEW

The Career Experiences Coordinator creates, implements, and coordinates programs that enhance the student employment experience across campus, oversee the job shadow program, and promote career readiness and professional development of students. This position is responsible for a wide variety of events, services and programs that connect students to career-enhancing experiences aligned with their academic and professional aspirations.

FEATURED JOB DUTIES

Student Employment Program

- Provide guidance to on-campus departments and supervisors of student employees on developing appropriate job descriptions, effective recruiting strategies, and facilitating student employee performance evaluations
- Manage on-campus job posting approvals on Handshake
- Collaborate with partner campus offices who help support and manage student employment including human resources and financial aid
- Arrange training workshops and on-demand resources designed to develop supervisory practices and skills of student employee supervisors
- Oversee student and supervisor-focused resources and information housed on the university's student employment website
- Create and implement programming that focuses on professional development opportunities for student employees leveraging career competencies
- Facilitate student employee of the year award selection process including recognition reception and ceremony

Job Shadow Program

- Oversee the department's job shadow program including student participation and overall marketing to students
- Develop learning outcomes, student satisfaction surveys, and program assessments designed to evaluate the success and effectiveness of the program
- Assist in matching student applications to shadow experiences

Other

- Assist in coordinating and presenting departmental workshops at university events including admissions, orientation, and new employee welcome
- Support the career closet program as needed

MONTHLY SALARY:

$3,750 - $4,100

BENEFITS:

- Group Insurance
- Paid Leave
- Longevity Pay
- Academic Release and Tuition Support
- Retirement
- Supplemental Retirement Savings
- Wellness Programs
- Work Life & Employee Assistance Program
- Employee Discount Program
- Mother-Friendly Worksite
- For more information click here

careerservices@txstate.edu 512.245.2645 careerservices.txstate.edu

TEXAS STATE UNIVERSITY

Texas State University is an Equal Employment Opportunity/Affirmative Action Employer. Employment with Texas State University is contingent upon the outcome of record checks and verifications including, but not limited to, criminal history, driving records, education records, employment verifications, reference checks, and employment eligibility verifications.

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

CAREER SERVICES

CAREER EXPERIENCES COORDINATOR

REQUIRED QUALIFICATIONS

- Bachelor's Degree
- Direct experience in the planning or implementation of events, programs, or projects
- Evidence of strong written and oral communication skills
- Previous experience creating and conducting presentations for a variety of audiences
- Evidence of customer/client service experience
- Previous experience hosting virtual workshops, presentations and/or meetings

PREFERRED QUALIFICATIONS

- Master's or other advanced degree in human resources, higher education, or related field
- Experience in a university/college career services office
- Experience in a university/college setting
- Experience with university recruiting
- Knowledge of the Handshake platform
- Familiarity with student employment practices, specifically with those pertaining to state and federal work-study roles
- Experience working in collaborative groups or committees

ABOUT THE DIVISION OF STUDENT SUCCESS

The Division of Student Success contributes to the retention, graduation, and career development of a high quality, diverse student population through a student-centered and student learning approach. We provide thoughtfully curated spaces and deliver innovative co-curricular programs and services designed to foster inclusive student involvement, engagement, and a sense of belonging.

ABOUT TEXAS STATE UNIVERSITY

Texas State University encompasses two campuses and other locations across Central Texas and has seen the student body grow to more than 38,000 students including approximately 34,000 undergraduate and 4,000 graduate and post-baccalaureate students. This growth reflects the mission of the university to serve the citizens of Texas and to play a leading role in preparing the workforce for the coming decades. Closely mirroring the demographics of the State of Texas, 11 percent of the student body identifies as Black or African American, 41 percent Hispanic, 41 percent White, and 7 percent with another race or ethnicity. 1.9 percent of the student body is international. In addition, 95 percent of Texas State students are from Texas, coming from every county in the state. Texas State is celebrating its 10th anniversary as a Hispanic Serving Institution and ranks 14th in the nation for total bachelors degrees awarded to Hispanic students. As an Emerging Research University with a Carnegie classification of Doctoral University: High Research Activity, Texas State offers opportunities for discovery and innovation to faculty and students. For more information please visit the Texas State University website.

FOR INFORMATION ON APPLYING, PLEASE VISIT JOBS.HR.TXSTATE.EDU

careerservices@txstate.edu 512.245.2645 careerservices.txstate.edu

TEXAS STATE UNIVERSITY

Texas State University is an Equal Employment Opportunity/Affirmative Action Employer. Employment with Texas State University is contingent upon the outcome of record checks and verifications including, but not limited to, criminal history, driving records, education records, employment verifications, reference checks, and employment eligibility verifications.

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM