

**SAM HOUSTON STATE UNIVERSITY
STAFF CLASSIFICATION DESCRIPTION**

POSITION: Career Services Employment Specialist

EEO CATEGORY: Professional

JOB NUMBER: 9-2143

STATUS & GRADE: E-9

DATE: 06/2002

DIVISION/DEPARTMENT: Career Services

EDUCATIONAL & EXPERIENCE REQUIREMENT: Bachelor's degree in Business, Psychology, Communications, Student Personnel Administration, or Social Science or related field. No experience required. Prefer experience in a college career services center, college recruiting, or human resources office. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE AND PURPOSE OF POSITION: Assists in the development and delivery of services from Career Services Center.

SUPERVISION GIVEN & RECEIVED: Reports to the director of Career Services. May supervise non-professional staff in the absence of the Director. Supervises student assistants assigned to the library.

PRIMARY RESPONSIBILITIES: Responsible for coordinating the on-campus recruiting program. Provides individual and group career advisement. Gives presentations to various groups about employment topics and services of the center. Increase employers participation in on-campus recruiting and career fairs. Meets with faculty, alumni, and employers to build support for and the participation in Career Services activities and programs. Maintains the Career Services library. Performs other related duties as assigned.

OTHER SPECIFICATIONS: Knowledge of career development theory and effective job search strategies helpful. Requires effective skills in oral, written, and interpersonal communication. Must be proficient in computer usage. Skills in group presentations desired. Occasional travel is required in the position.

THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.