



ASHLAND
UNIVERSITY

JOB REQUISITION

Date: MAY 27, 2011

From: SUE HEIMANN

Department: CAREER SERVICES CENTER

Please procure, by transfer or from other sources, a candidate for:

Job Title: CAREER SPECIALIST

Shift Required: _____

Date Required: AUGUST 1, 2011 OR BEFORE

Full-time Part-time Casual

Description of work to be done:

The Career Specialist serves as a liaison to the College of Arts and Sciences and the College of Nursing for the centralized Career Services Center. This is an 11 month position reporting to the Executive Director of Career Services with required evening and weekend hours. Provide developmental career assistance to students and alumni in various phases of career development. Administer and interpret assessments using Eagle Exploration (Focus2). Provide resume and cover letter critiques and portfolio review. Teach interviewing skills, conduct mock interviews and clarify the graduate school application process. Assist staff with hiring, training and supervision of Career Assistants and undergraduate CSC interns. Coordinate and present career services section to Accent on Success classes (approximately 25). This individual will create and implement a comprehensive Social Media and Print Marketing Plan to include, but not limited to: flyers, posters, twitter, advertisements, Facebook, blogs, flickr, LinkedIn, email and manage and edit the student Career Topics blog. Serve as co-webmaster for the Center and co-facilitate webpage updates.

Special qualifications desired:

Master's Degree in Higher Education Administration or College Student Personnel or related field. Minimum of 1-3 years of experience in higher education career development. Special interest in student development and social media marketing. Send cover letter, resume, and contact information for 3 references via email or mail to:

Linda Crone
Administrative Assistant, Student Affairs
Ashland University
401 College Avenue
Ashland, OH 44805
lcrone@ashland.edu

Applicant review begins June 20, 2011.

Vice President: _____

Date: 5/27/11

Supervisor: _____

Date: _____

Business Affairs: _____

Date: _____

Director of Human Resources: _____

Date: _____

Date received and posted: _____

Supervisor: List search committee members on the reverse side of this form.

**Ashland University
Career Specialist**

The Career Specialist serves as a liaison to the College of Arts and Sciences and the College of Nursing for the Career Services Center. This is an 11 month position reporting to the Executive Director of Career Services. As in most Career Services Centers, a few evening and weekend hours are required.

CAREER DEVELOPMENT AND JOB SEARCH PROCESS

Assist students and alumni in the career development process using a variety of interventions including, but not limited to:

1. Provide developmental career assistance to students and alumni in various phases of career development.
2. Administer and interpret assessments using Eagle Exploration (Focus2).
3. Provide resume and cover letter critiques and portfolio review.
4. Teach interviewing skills, conduct mock interviews and clarify the graduate school application process.
5. Develop job and internship search skills, strategies and materials such as resume guides, etc.
6. Serve as Center staff for the College of Arts and Sciences and College of Nursing and students seeking internships.
7. Serve students and alumni from the other colleges if needed.
8. Work with the Academic Advising Management Team and Director of Retention to promote career goals and majors clarification.
9. Collaborate with the College of Arts and Sciences and the College of Nursing faculty and staff to update respective What Can I Do with a Major In? publications.
10. Design and implement outreach programming for undecided students using career and student development theories.
11. Coordinate and present career services section of institution's Accent on Success classes (approximately 25).
12. Facilitate Extreme Career Makeover process and event with student staff.

EMPLOYER RELATIONS

1. Support the Executive Director to strengthen and expand relationships with employers, alumni and faculty to coordinate centralized employer recruitment and internship development.
2. Expand internships and other experiential opportunities.
3. Co-coordinate special employer events, such as "Employer Internship Panel."
4. Coordinate AU Job Fair and assist as needed with other job fairs.
5. Monitor employment and internship trends locally, regionally and nationally.

LEADERSHIP

1. Assist the Executive Director with strategic planning and vision for a centralized career development center in support of the Ashland University mission.
2. Support the strategic management plans based on data, focus groups and annual career advisory board meeting.
3. Mentor all student workers and graduate students by promoting a team environment.
4. Supervise one undergraduate intern.
5. Contribute to the facilitation of outcome assessment and data collection.
6. Assist with Center grant writing/outside funding initiatives.
7. Assist staff as needed with hiring, training and supervising of Career Assistants and undergraduate CSC interns.

OTHER

1. Create and implement a comprehensive Social Media and Print Marketing Plan to include, but not limited to: flyers, posters, twitter, advertisements, Facebook, blogs, flickr, LinkedIn, email and manage and edit the student Career Topics blog.
2. Market services to adult learners, traditional students and faculty. Promote opportunity dissemination.
3. Provide support to the Executive Director for revision of the Internship Manual.
4. Contribute to and attend Orientation and Admissions events.
5. Serve as co-webmaster for the Center and co-facilitate webpage updates.
6. Perform other duties as assigned.