

UNIVERSITY OF DALLAS

Career Services Coordinator
Office of Personal Career Development

Job Number: 7398UD
Date Posted: July 30, 2019

WHO WE ARE

The University of Dallas is a private university that leads in academics and has been consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the top 10 Catholic colleges in the West and Forbes' Best Value Colleges. We thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

JOB DESCRIPTION

UD is currently seeking a Career Services Coordinator. This position coordinates work-flow and processes related to career services events and advising. Reviews and provides feedback to career advisors regarding the professional preparation of students and alumni submitting application materials and internship journal entries for evaluation. Collaborates with OPCD staff to plan and execute programs that achieve OPCD goals. Provides administrative support to OPCD staff.

PRIMARY RESPONSIBILITIES

- Provides administrative support including event planning, expense reporting, documentation, appointment scheduling, serving as first point of contact for visitors.
- Coordinates event planning with partnering faculty and OPCD staff including logistics, booking venues, catering, technology, speaker gifts and day-of support.
- Executes marketing plan using social media, website updates, original content, and other tools.
- Maintains accurate, real-time progress reports of event planning and costs.
- Proofreads resumes and cover letters and provides feedback to advising staff.
- Records student and alumni interactions, including scanning and importing relevant documentation (e.g., resumes, registration paperwork).
- Triage students and alumni, guiding them to immediately available and current resources and information, and determining the next and best steps to assist them.
- Assists with research of educational outcomes for all undergraduate and graduate students, keeping accurate records.

MINIMUM REQUIREMENTS

- Bachelor's degree
- 1-2 years of relevant experience (part or full-time, concurrent with earning degree or post-graduate) in a career services office or student life office that offers similar services.
- Experience managing multiple projects and concurrent priorities.
- Ability to report with precision and timeliness. Demonstrated ability to work within various databases (e.g., Handshake) and to use current technology (Microsoft Excel, etc.) to document outcomes and plan.
- Excellent verbal and written communications skill.
- Experience with utilizing social media tools in a professional environment.

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ADDITIONAL INFORMATION

- Some evening work required.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; free tuition for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.