

Career Services Coordinator

Primary functions of the position are:

- Employer Relations
- Events
- Campus Recruiting
- Outreach
- Database Management

Candidates should be strong relationship builders who can organize data and events, write well, and are comfortable with software.

To Apply:

-Go to jobs.uhd.edu, click "Staff", and click "View/Apply" under Coordinator, Career Services

About UHD:

The University of Houston-Downtown is seeking an excellent candidate for the position of Coordinator, Career Services. UHD enrolls over 12,000 undergraduate and graduate students and offers daytime, evening, and weekend courses through both classroom and various technology-enabled mediums. UHD has received top rankings by U.S. News & World Report for wireless Internet accessibility and for the diversity of its student body. Houston is the nation's fourth most populous city and second lowest in terms of cost of living among major American cities. The city is home to 23 Fortune 500 companies and many other world-class institutions in the areas of energy, medicine, aerospace, manufacturing, and business services. The university's proximity to downtown enables excellent access to these and the many other resources available in Houston and the surrounding region.

Job Summary:

- Coordinates the use of employers, students and alumni databases for department activities. Assess services and fosters relationships with employers, students and alumni.

Basic Duties:

- Identifies and evaluates new software products, handles database conversions, and determines best use of features;
- Trains professional and support staff;
- Performs system upgrades, troubleshoots and resolves issues;
- Promotes the university by researching and identifying prospective employers and initiating interaction for marketing purposes;
- Coordinates responses to employer inquiries and a marketing effort to faculty and students;
- Directs on campus recruiting operations, connects employers to faculty, and promotes recruiter presentations to students, organizations and classes;
- Coordinates the planning of the career expo and other professional networking functions;
- Assesses and documents employer satisfaction and interviewing and hiring activity;
- All other duties as assigned.

Basic Requirements: - Must have a baccalaureate degree with four years of related experience or master's degree with two years of job related experience.