

CAREER SERVICES SPECIALIST, Academic and Career Service, University of Houston-Victoria. Promotes Career Services to the university community and external constituents. Primary duties: assists with developing and maintaining the employer network; assists with planning, promoting, and facilitating Career Services events at job fairs, employer panels, workshops and presentations; develops and implements assessment measures and maintains records; collaborates with Career Services staff to develop and maintain website and databases; creates marketing tools such as flyers and brochures; and performs other job-related duties as assigned. Participation in professional organizations and training and some travel will be required. This position requires a broad knowledge of career planning and development services in addition to excellent analytical, interpersonal, organizational, and communication skills. Good keyboarding and telephone skills essential. Must be able to work independently with minimal supervision and exercise discretion and independent judgment within the scope of the delegated authority. Bachelor's degree in student counseling, business administration or related field and (1) year related experience or equivalent combination of education and recent related experience required. Salary \$26,200.00 annually and eligible for benefits: funding after August 2010 subject to continued budgetary approval. This position is security sensitive. Apply online at <http://uhv.simplehire.com> Applicant must submit resume and cover letter with online application.

Deadline for application is Monday, December 7, 2009.

The University of Houston-Victoria is an affirmative action/equal opportunity employer committed to cultural diversity.