**Employment Services Coordinator II**

**DEPARTMENT:** Career Services  
**Closing Date:** Review will begin May 15th; however position will remain open until filled  
**Employment Detail:** Permanent, Full-Time  
**Hiring Zone:** $14.515/hour  
**Highly qualified individual may be eligible for higher rate of pay within policy and budgetary restrictions**  
**Union Affiliation:** MPEA

### Primary Duties
This position supports Career Services as a critical team member by assisting in the delivery of career and life-planning services to students, alumni and employers. The range of services provided by Career Services includes: individual career advising, workshops, presentations/special programs, career fairs, academic outreach, job search services, access to technology and resource referral.

The main duties of this position include the following: coordinate the On-campus Recruiting Program; develop and nurture relationships with employers through exceptional customer service, thoroughness, and attention to detail; coordinate career fairs, events for employer’s on-campus recruiting visits (interview schedules, company presentations/information sessions) and assist with other events in the office; provide advice, counsel and information to students preparing to enter the work world through individual advising sessions with students, presentations to classes, and career-related workshops; process, assist with the assimilation & dissemination the annual graduate survey data. Contribute to the efficient operation of a busy on-campus office and other duties as assigned. This position requires a flexible work schedule with occasional evening hours. This position will report to the Director of Career Services.

### Recommended Skills:
- Ability to work with diverse groups of individuals to create and maintain effective working relationships
- Demonstrated ability to be attentive to detail
- Demonstrated strong organizational, problem-solving and time management skills
- Ability to establish appropriate priorities and multitask with a high degree of accuracy
- Demonstrated effective public relations, interpersonal, listening and communication skills
- Accurate, effective recordkeeping skills including both written and electronic files
- Ability to perform well under pressure and in various situations
- Ability to gather data, compile information and prepare reports with ability to maintain confidentiality
- Ability to work effectively in a strong team environment
- Ability to learn quickly, adapt to change, take initiative as appropriate

### Required Qualifications:
- Strong writing and analytical skills, as well as public speaking and presentations skills
- Proficiency in the use of office computers and related software (MS Word, Excel, Access, PowerPoint, Publisher, Outlook); familiarity with web-based software and ability to learn
- Bachelor’s Degree

### Preferred Qualifications:
- Experience coordinating and organizing special events and meetings
- Experience working on a college campus.
- Professional office practices and procedures experience.
- Knowledge of employment laws and regulations.
- Experience critiquing resume and cover letter preparation, as well as job search and interviewing procedures.

### To apply, please submit the following items:
- Cover letter which specifically addresses the above-mentioned qualifications
- Detailed resume
- Name and contact information for 3 professional references
- Authorization for Criminal Background Investigation

The items listed above should be sent to:

Montana Tech Personnel Office  
1300 West Park Street  
Butte, MT 59701  
Phone: 406-496-4380  Fax: 406-496-4387  e-mail: cisakson@mtech.edu

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As an Equal Employment Opportunity/Affirmative Action Employer, We Encourage Applications from Vietnam Era Veterans, Disabled Individuals, Minorities, and Women.