

Employment Services Coordinator II

DEPARTMENT: Career Services
 Employment Detail: Permanent, Full-Time
 Hiring Zone: 15.015
Highly qualified individual may be eligible for higher rate of pay within policy and budgetary restrictions
 Union Affiliation: MPEA
 Closing Date: Applications received by May 15, 2017 will be guaranteed full review and consideration. Applications received after that date may be considered until an adequate applicant pool has been established.

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, job search services, and referrals. The main duties of this position include: coordinate the On-campus Recruiting Program; develop and nurture employer relationships with through exceptional customer service, thoroughness, and attention to detail; coordinate career fairs, events for employer's 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 appointments with students, presentations to classes, and career-related workshops; process, assist with the assimilation & dissemination internship/graduate survey data. Contribute to the efficient operation of a busy on-campus office. This position requires a flexible work schedule with occasional evening hours. This position will report to the Director of Career Services.

REQUIRED QUALIFICATIONS:

- Excellent customer service and relationship building skills
- Strong writing, verbal and analytical skills, public speaking and presentations skills
- Proficiency in the use of office computers and related software (MS Office); familiarity with web-based software and ability to learn technology
- Bachelor's Degree

REQUIRED SKILLS:

- Create and maintain effective working relationships with diverse groups of individuals
- Demonstrated ability to be attentive to detail
- Proven 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

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:

1) Letter of application, 2) Resume, 3) Name and contact information for 3 professional references

The items listed above should be sent or e-mailed to:

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

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Any offer of employment is contingent upon a satisfactory criminal background check.