

Program Coordinator for Outreach & Programming

Position Information

Working Title: Program Coordinator for Outreach & Programming

UW System Title: Associate Student Services Coordinator

Essential Job Functions

This position reports to the Director of Career Services and is responsible for coordinating targeted outreach programs to student organizations and groups, teaching the Professional Skills course, and providing oversight and organization of the Career Closet. Candidate will perform all the appropriate duties of a professional in career development/services that are consistent with the philosophy, mission, and operating procedures of Career Services.

This position includes the following responsibilities:

- Instruct and advise students regarding job search strategies and job search skill development, including resume and letter preparation, interview techniques, networking, and employer research.
- Conduct and critique mock interviews.
- Instruct students in the use of computerized career guidance systems.
- Utilize assessments in working with students.
- Work with student organizations and other student affairs offices to develop and provide programming needs.
- Market programs and develop materials.
- Organize, prepare, and present Career Services workshops and developmental skill programs to students.
- Teach/facilitate one to three Professional Skills course sections per semester.
- Serve as a resource/liaison for other instructors, market programs, and promote enrollment.
- Oversee inventory and student worker to process Career Closet donations.
- Work with campus, employer partners, and alumni for donations and drives.
- Market and promote the Career Closet to students.
- Represent the office on University and student affairs committees, as well as community efforts.

Qualifications

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in college student personnel, counseling, higher education administration, or related area at time of application
- Experience in career development, human resources/intern recruitment, or higher education environment

PREFERRED QUALIFICATIONS:

- Master's Degree in college student personnel, counseling, higher education administration, or related area
- Experience working with college students on career development
- Experience recruiting college students and graduates for employment
- Experience with career development technology and assessments
- Knowledgeable in current trends/issues in career development and higher education and/or professional ethics

The successful candidate will have strong oral, written, interpersonal, and organizational skills, the ability to communicate with a diverse student population, demonstrated integrity and strong leadership, and the willingness to be part of a collaborative team. The University welcomes applicants who are dedicated to enriching the quality of life for students and the community by embracing the educational value of diversity, promoting environmental sustainability, encouraging engaged citizenship, and serving as an intellectual, cultural, and economic resource.

Conditions of Appointment

Occasional day and overnight travel required and evening/weekend hours as needed.

Position is a full-time Academic Staff appointment. Official transcripts of the highest degree achieved will be required of finalist(s). A criminal conviction investigation will be conducted on the finalist(s). In compliance with the Wisconsin Fair Employment Act, the University does not discriminate on the basis of arrest or conviction record.

All final candidates must be asked, prior to hire, whether they have been found to have engaged in, are currently under investigation for, or left employment during an active investigation in which they were accused of sexual violence or sexual harassment. When obtaining employment reference checks, these same sexual violence or sexual harassment questions must also be asked.

The University of Wisconsin-Green Bay does not offer H-1B or other work authorization visa sponsorship for this position. Candidates must be legally authorized to work in the United States at the time of hire and maintain work authorization throughout the employment term. If you have questions regarding this, please contact Human Resources.

Salary

Salary range of \$40,000 - \$44,000

This position is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

BENEFIT DETAILS

The UW System provides an excellent benefits package, including participation in the Wisconsin State Retirement System.

- <https://www.wisconsin.edu/ohrwd/benefits/download/summaries/fasl.pdf>
- Total Compensation Estimator: <https://www.wisconsin.edu/ohrwd/benefits/totalcomp/>

To Apply

STEP 1: Please select the applicable link below:

[External Applicants](#): (NOT currently employed by the University of Wisconsin System)

[Internal Applicants](#): (Currently employed by the University of Wisconsin System)

STEP 2: From "Job Search" screen,

- Click "**View All Jobs**"
- Select "**Program Coordinator for Outreach & Programming**"
- You must login before you can apply. Input your "**User Name**" and "**Password**" and select "**Sign In.**"
- If you have not yet registered, click "**Register Now**" to begin the registration process.

STEP 3: Submit application materials:

Please be sure to complete all required fields, and include all required documents before submitting your application. Once submitted, you will not be able to edit or attach any application materials. Files must be complete to be considered. Please include the following documents:

- Cover letter that specifically addresses qualifications for the essential job functions
- Resume
- Names and contact information for three references

You must select "Submit" to forward your application materials to the search committee.

If you have any questions, need accommodations, or submitted your application with missing materials, call or email:

Christine Cox
Phone: (920) 465-2163
Email: coxc@uwgb.edu

Application Deadline

To ensure consideration, please submit application materials by **Thursday, June 13, 2019**.

Note: The University of Wisconsin System will not reveal the identities of applicants who request confidentiality in writing, except that the identity of the successful candidate will be released. See [Wis.Stat. sec. 19.36\(7\)](#).

For more information regarding the University of Wisconsin-Green Bay and the surrounding area, see our [Campus and Community](#) section. For Campus Safety information see our [Office of Public Safety website](#) and our [Annual Security Report](#) (for a paper copy please contact the Office of Human Resources at (920) 465-2390). This report includes statistics about reported crimes, as well as information about crime prevention and campus security policies and procedures.

The University of Wisconsin-Green Bay is an Affirmative Action Equal Employment Opportunity employer committed to achieving a diverse workforce and to maintaining a community which welcomes and values a climate supporting equal opportunity and difference among its members. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender and/or gender identity or expression, marital or parental status, genetic information, national origin, ethnicity, citizenship status, veteran or military status (including disabled veteran, recently separated veteran, other protected veteran, or Armed Forces service medal veteran status), age, or disability.