**Please see Special Instructions for more details.**

When applying you will be required to attach the following electronic documents: 1) A resume/CV that includes the names of at least three professional references, their e-mail addresses and telephone contact numbers (Upload as 'Professional References' if not included with your resume/vitae). 2) A cover letter indicating how your qualifications and experience have prepared you for this position. 3) Please answer the supplemental question in the space provided, or attach your answers as “Other Document 1” on the documents page of the posting when applying. For additional information please contact: Leslye Erickson at Lesley.Erickson@oregonstate.edu OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OSU STANDARD 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the Criminal History Check Requirement. This position requires driving a University vehicle or a personal vehicle on behalf of the University; therefore, the incumbent must successfully complete a Motor Vehicle History Check, possess and maintain a current, valid driver's license in their state of residence, be determined to be position qualified and self-report convictions as per OSU STANDARD 576-056-0000 et seq. Offers of employment are contingent upon meeting all minimum qualifications including the Motor Vehicle Check Requirement.

**Position Details**

**Position Information**

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| **Department** | Career Development Ctr (MSA) |
| **Position Title** | Coordinator-Ext Relations |
| **Job Title** | Job and Internship Developer |
| **Appointment Type** | Administrative/Professional Faculty |
| **Job Location** | Corvallis |
| **Position Appointment Percent** | 100 |
| **Appointment Basis** | 12 |
| **Faculty Status** | Regular |
| **Tenure Status** | Fixed-Term |
| **Pay Method** | Salary |
| **Recommended Full-Time Salary Range** | Salary is commensurate with education and experience. |
| **Position Summary** | The Career Development Center invites applications for a full-time(1.00 FTE), 12-month, fixed term, Job and Internship Developer position. Reappointment is at the discretion of the Director.  The office of The Career Development Center (CDC) supports the University, its students and alumni by providing guidance, education and opportunities to identify and reach professional goals. The CDC works with employers to provide OSU students and alumni access to exceptional career opportunities.  The Employer Relations Job & Internship Developer contributes to the overall operation of the CDC through the management of the JLD program by working collaboratively, building and maintaining relationships with regional employers in order to solicit part-time employment and internship opportunities for students at Oregon State University. This position provides excellent customer service, education regarding access and use of electronic resources (e.g., CDC specialized software), and interpretation of ethical and legal policies related to working with The Career Development Center and OSU. This position interacts regularly with students, providing resources in job searching and acquisition. This position will create and present content relevant to their program to various students, on campus groups, and on and off campus constituents.  This position serves as direct contact for employers and others (e.g., academic faculty) who are involved in facilitating student­employer engagement. Must work as part of a team and with respect for a diverse set of clientele. |
| **Position Duties** | 75% Job Location Development Program Administration:  Establish and manage OSU JLD program for local internships and part-time employment.  Establish relationships with local off-campus employers through excellent customer service and education regarding OSU and The Career Development Center.  Educate employers on The Career Development Center specialized software, and the policies and procedures relevant to on­campus recruiting.  Maintain excellent communication channels with employers and other key constituencies with the goal of increasing program participation.  Maintain and regularly update contact database for program participants.  Assist in on­going goal­setting, assessment and evaluation of JLD program, employer relations activities, and student engagement. Assist in marketing and external relations initiatives for employer development.  Pursue innovative strategies for connecting employers and students.  Monitor employer use of on­line recruiting system, including approving and maintaining accounts, submission of job postings, selection of candidates, completeness of interview schedules, and status of related recruiting events. Coordinate campus interview day events.  Consult with employers and corporate representatives on recruiting options, participation in events and strategies to maximize recruiting success.  Support The Career Development Center leadership by participating in strategic planning for increased success in Employer Relations and services provided to students. Create and Maintain and update The Career Development Center JLD guide.  10% Lead Work:  Participate in hiring and provide lead work to undergraduate students hired to work with Employer  Relations, including interviewing, recruitment materials, etc.  Serve as lead and provide training for student workers and interns, including conducting regular coaching sessions, and providing input for performance reviews.  10% ­ Professional Development and Research:  Develop learning goals and pursue professional development.  Research JLD processes and procedures at other universities and professional associations to increase effectiveness at OSU.  Contribute to The Career Development Center web presence and update information resources for constituencies.  5% Other duties as assigned:  Attends and participates in Student Affairs meetings, programs, events, and initiatives. Represents OSU or Student Affairs on University and Community committees. Provide back up in The Career Development Center as needed. |
| **Minimum/Required Qualifications** | Bachelor’s Degree in Business, HR or related field  Minimum of 2 years of office or professional work experience  Minimum of 1 year of experience building and developing a major program or initiative  Excellent sales and customer service skills.  Working knowledge of desktop software including Microsoft Office Suite, with a focus on report development and correspondence as well as set up,  Maintenance and use of databases. Excellent oral, written and interpersonal communication skills. Ability to develop and maintain positive and professional relationships.  This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OSU STANDARD 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the Criminal History Check Requirement.  This position requires driving a University vehicle or a personal vehicle on behalf of the University; therefore, the incumbent must successfully complete a Motor Vehicle History Check, possess and maintain a current, valid driver’s license in their state of residence, be determined to be position qualified and self-report convictions (as per Voluntary and Compulsory Driver Standards OSU STANDARD 125-155-0200) as per OSU STANDARD 576-056-0000 et seq. Offers of employment are contingent upon meeting all minimum qualifications including the Motor Vehicle Check Requirement. |
| **Preferred (Special) Qualifications** | Experience in academics, career services or business recruiting.  Experience in lead work coordination.  Demonstrated commitment to promoting and enhancing diversity. |
| **Working Conditions / Work Schedule** |  |
| **This position requires a clear and unambiguous commitment to compliance of all National Collegiate Athletic Association (NCAA) regulations for Division I (FBS) universities.** | Yes |

**Posting Detail Information**

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| **Posting Number** | P00184UF |
| **Number of Vacancies** | 1 |
| **Anticipated Appointment Begin Date** | 06/01/2016 |
| **Anticipated Appointment End Date** |  |
| **Posting Date** | 04/08/2016 |
| **Full Consideration Date** |  |
| **Closing Date** | 04/28/2016 |
| **Indicate how you intend to recruit for this search** | Competitive / External - open to ALL qualified applicants |
| **Special Instructions to Applicants** | When applying you will be required to attach the following electronic documents:  1) A resume/CV that includes the names of at least three professional references, their e-mail addresses and telephone contact numbers (Upload as ‘Professional References’ if not included with your resume/vitae).  2) A cover letter indicating how your qualifications and experience have prepared you for this position.  3) Please answer the supplemental question in the space provided, or attach your answers as “Other Document 1” on the documents page of the posting when applying.  For additional information please contact: Leslye Erickson at Lesley.Erickson@oregonstate.edu  OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.  This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OSU STANDARD 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the Criminal History Check Requirement.  This position requires driving a University vehicle or a personal vehicle on behalf of the University; therefore, the incumbent must successfully complete a Motor Vehicle History Check, possess and maintain a current, valid driver’s license in their state of residence, be determined to be position qualified and self-report convictions as per OSU STANDARD 576-056-0000 et seq. Offers of employment are contingent upon meeting all minimum qualifications including the Motor Vehicle Check Requirement. |

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).

1. What process would you use to establish and maintain a partnership with a local employer? Please include how you would address any barriers that arise.

(Open Ended Question)

**Documents Needed to Apply**

**Required Documents**

1. Resume
2. Cover Letter

**Optional Documents**

1. Professional References
2. Other Document 1 (see Special Instructions)