**Why this Position**

* Why
  + Loved Student Life and Career Development want to get back have a Career in this
  + Loved being an employee in Student Life
  + Career is becoming more important to Universities
  + Love working with Employers and Recruiters
    - Also this is a unique position to really help students as a conduit

**Key Points**

* From Job Description I like the idea of Pursuing innovative strategies for connecting employers and students
* I liked the developing meaningful reports I think it is really important that we take an analytical approach to measuring success.
* Events really are the face to many employers, students and staff and this position has the potential

**My Experiences**

* MBA
* Instructor
* CS EECS Senior Capstone Project Sponsor
* Four Years Career and Event Experience
* Love of innovation and using technology to help students

**Career Development Center Experience**

* Four Years of event experience planning for and executing Career Expos, Mock Interviews and Seminars
* Helped co-found and Run Advisory Committee
* Helped Create marketing office including IMac
* Database work including training staff
* Rebuilt and redesigned staff Drive
* Worked with Marketing Team to develop marketing and promotional materials

**Career Experience**

**Questions**

* What events do you see coming up this academic year
* How have the Career Expos grown and what is currently happening with the Career Interview Days

**About CDC**

* Guidance, education and opportunities to identify and reach professional goals

**About Position**

Overview

* The Event Coordinator contributes to the overall operation of the CDC through delivery of career event projects, assignments, and execution.
* This position interacts regularly with employers, providing excellent customer service, administration of events, and education regarding access and use of resources and is coordinated through various project management systems and technology.
* This position serves as direct contact for employers and other stakeholders who are involved in facilitating student-employer engagement, and seeks out employers to attend events and recruit students. Must work as part of a team and with respect for a diverse set of clientele.

Duties

* Event Coordination
  + Coordinate, execute, and assess Career Fairs, networking and department events including but not limited to securing dates and locations, establishing and monitoring deadlines for team tasks per event, and day of event management.
  + Coordinate the On-Campus Recruiting program managing interview schedules and connecting with interviewing companies for on-campus visits.
  + Support coordination and execution of The Career Development Center involvement with E-campus to host Virtual Career Events to reach distance and online students.
  + Maintain and track career event budget items.
  + Establish relationships with employers through excellent customer service and education regarding OSU and The Career Development Center. Document and follow up through Customer Relationship Management protocols.
  + Educate and train employers, faculty and staff on The Career Development Center specialized software and the policies and procedures relevant to recruiting.
  + Maintain excellent communication channels with employers and other key constituencies with the goal of increasing program participation. Timely and pertinent follow up with employers.
  + Maintain and manage databases in order to develop and compile meaningful data-based reports on a regular basis.
  + Participate in on-going goal-setting, assessment and evaluation of recruiting programs, employer relations activities, and events.
  + Assist in marketing and external relations initiatives for employer development and events.
  + Pursue innovative strategies for connecting employers and students.
  + Consult with employers and corporate representatives on recruiting options, participation in events and strategies to maximize recruiting success with all Employer Relations opportunities.
  + Maintain and update The Career Development Center manuals and guides for career fairs and employer events.
  + Support The Career Development Center leadership by participating in strategic planning for increased success in Employer Relations and services provided to students, employers, faculty and staff.
* Lead Work
  + Participate in hiring and lead to graduate and undergraduate workers
* Professional Development
  + Research other event processes