

# University of Houston – Clear Lake

## Position Description

Job Title: **Coordinator, Career Services/Alumni Events**

Job Code: **3543**

Pay Grade: **020** FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree	
Experience	Two years of event planning experience, including development, marketing, and implementation of events	Experience in higher education; and/or experience in Career Services; and/or experience in Public Relations, Development or constituent relations
License/Certification		

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

**Plan, organize, market, and implement career-related events in support of the missions of Career Services and Alumni Relations. Oversee the administration of the Alumni Career Services program. Develop and maintain extensive employer and alumni networks. Oversee job fairs, career weeks, networking events, workshops, and other related events. Coordinate marketing of career services and events to students, alumni, faculty, staff, employers, and the community.**

Duties and responsibilities	% Time
Manage career services events, including Gulf Coast Job Fair, Teacher Job Fairs, Career Connections, Career Weeks, Workshop series, and similar programs and events.	35
Manage alumni career networking programs and events, both on and off campus; maintain the Alumni Career Network database; attend Alumni Organization events; recruit alumni for on campus career programs for students.	35
Conduct outreach and marketing activities to promote awareness and usage of services and programs provided by Career Services for students and alumni; market UHCL students and career services to employers.	20
Participate in other UHCL and Career Services activities and programs as needed and appropriate, including some evenings and weekends.	10

*This position description describes the general qualifications, duties and responsibilities of work being performed.*