

University of Houston – Clear Lake

Position Description

Job Title: **Coordinator, Career Services, Events and Marketing**

Job Code: **3543**

Pay Grade: **030** 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. 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, Texas Job Fair, Career Connections, Career Weeks, Workshop series, and similar programs and events.	50
Conduct outreach and marketing activities to promote awareness, understanding, and usage of services and programs provided by Career Services for students and alumni; market UHCL students and career services to employers. Coordinate career education outreach programs. Collect and disseminate career data concerning UHCL students.	30
Recruit and coordinate a corps of students to function as paraprofessional career service providers.	15
Participate in other UHCL and Career Services activities and programs as needed and appropriate, including some evenings and weekends.	5

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