

University of Houston – Clear Lake

Position Description

Job Title: **Coordinator, Co-operative Education**

Job Code: **2867**

Pay Grade: **040**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Master's Degree in Counseling, Human Resources, Student Personnel Administration, or related field.	
Experience	One year of full-time experience in Career Counseling, Student Services, Human Resources, or related field.	Prefer candidates with cooperative or experiential education experience. Prefer candidates with experience in Career Services in higher education.
License/Certification		

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

POSITION SUMMARY

Coordinate the administration of UHCL cooperative education and other experiential programs. Work with faculty, students, and employers to develop and monitor co-op placements. Maintain information about internships and volunteer opportunities. Provide career counseling, job search advising, and career development programming to students. Participate in other departmental events and programs.

Duties and responsibilities	% Time
Coordinate the administration of cooperative/experiential education programs, including frequent contact with academic departments, the International Student Advisors, and employers. Coordinate and lead the Co-op Advisory Board. Contact employers to explore experiential education opportunities. Review policies/procedures with employers to ensure quality co-op/experiential education assignments. Recruit students for experiential education opportunities. Review applicants and faculty approval process. Ensure compliance with all applicable ethical and legal requirements and standards for cooperative education and student employment. Maintain contact with experiential education students and their supervisors at work via phone and company visits. Own transportation and local travel is required.	40
Develop learning objectives and the educational aspects of the co-op experience. Coordinate the collection and provision of information about internships, co-ops, volunteer opportunities, and other experiential learning for the benefit of UHCL students. Manage co-op/internship paperwork, reports and assessments of activities. Record use of services and provide data for department reports. Participate in assessment of career services and related processes. Supervise two student assistants.	30
Provide individual career counseling, group presentations/workshops (co-op, resumes, interviewing techniques, orientations, etc.) and job search support to UHCL students in their search for permanent, co-op, and internship opportunities. Utilize and help clients use the career services database.	20
Contribute to career services activities such as job fairs and marketing services to students and	10

employers. Attend staff and University meetings and professional conferences/meetings as assigned. Participate in professional organizations. Cover required evening and weekend activities.	
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This position description describes the general qualifications, duties and responsibilities of work being performed.