Florida Agricultural and Mechanical University

ADMINISTRATIVE & PROFESSIONAL

POSITION DESCRIPTION

1. Division: Student Affairs
2. Transaction Type: [X] Update
   | | Establishment               | | Transfer
3. Position Number: 17735
4. School/College/Department: Career Services
5. Department Number: 000 506 000
6. Effective Date: (Personnel Use Only)
7. Section:
8. FTE: 1.0
9. Budget Entity:
10. Pay Plan:
11. Subsection: PRES
12. Class Code: 9427
   Class Title: Coordinator, Student Affairs
13. City: Tallahassee
14. County: Leon
15. Class Code: NEW
   Class Title:

16. STATEMENT OF FUNCTION. Describe in detail the specific duties and responsibilities assigned this position. Attach additional sheets, if necessary, to properly describe the position.

16A. Essential Functions of the Job
This position serves under the working title of Coordinator- Career Services, and reports to the Asst. Director for Career Services. This position will be responsible for coordinating career counseling programs for students at Florida A&M University.
- Promote programs to students, faculty, employers of business and industry, local, state, federal, and international agencies.
- Provide statistical reports on experiential learning programs.
- Develop workshops and seminars to increase awareness of the program and provide training to students.
- Counsel students on experiential learning programs, placement opportunities, and career development.
- Provide technical assistance on computer related tasks, including software.
- Monitor and evaluates student's performance and experiences
- Serve as the liaison between the University and employers
- Assist in coordinating programs such as Career Expo, Teacher Recruitment Day, etc.
- Attend professional meetings and workshops
- Assist with transportation for employers (See Director)

16B. Marginal Functions of the Job
The Coordinator will serve on committees, task forces, and work groups that pertain to the essential functions of Career Services programs involving the university-wide community, and/or other committees as directed by the Director.

16C. Program Direction and Development
This position will promote programs among students, faculty, employers of business and industry, local state, federal and international agencies. Provides statistical reports on experiential learning programs. Develops programs, workshops, and seminars to increase awareness of the program and provide training to the students. Counsels students on experiential learning programs, and placement opportunities.

16D. Level of Public Contact (statement of internal and external business contact, including frequency and scope) – Will have sustained contact with Students, Parents, Visitors, Administrators, and/or University Departments and Colleges.

17. POLICY MAKING INTERPRETATION: What statute establishes or defines the work performed?
In consultation with the Director for Career Services, will recommend new and/or revise policies & practices that will enhance overall efficiency and effectiveness for experiential learning programs in delivering services to FAMU students.

18. SUPERVISOR'S POSITION: Number: 17046 Class Code: 9300 Class Title: Director, Career Services
   17124 9450 Assistant Director, Career Services
19. **SUBORDINATE UNITS:** (State organizational units under your direct supervision. Include class titles and position numbers of positions directly supervised.

OPS, College Work Study, Graduate and Student Assistants

19A. **Type and extent of instructions or directions normally given to the incumbent of this position by the immediate supervisor.**

As part of collaborative team efforts charged with the responsibility for efficient and effective Career Services best practices, meets regularly with the Director and unit staff to communicate program needs, concerns, and/or to obtain assistance in accomplishing the assigned responsibilities.

20. **MONETARY RESPONSIBILITY:** Current budget for which this position is accountable. Include statement of responsibility for funds, amount and consequence of error.

Monitor and comply with all fiscal expenditures and guidelines in accordance with university and state policies and procedures.

21. **STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA** (The disclosure of which would be prejudicial to the successful operation of the University.)

Will have access to confidential data subject to numerous institutional, state, and federal statute, rule, and policy and will exercise appropriate caution in their personnel action. In addition, will provide guidance and leadership to the assigned unit to encourage a similar cautious attitude. Must be in compliance with Federal Educational Rights & Privacy Act (FERPA) laws. Will adhere to the code of ethics as defined by the College Placement Council (CPC).

22. **KNOWLEDGE/SKILLS/ABILITIES:**

- Ability to think creatively and develop innovative ways to provide programs and activities that meet student needs.
- Ability to use Personal Computers and proficiency in Microsoft Office and Database Management.
- Ability to organize and manage multiple, projects simultaneously. Demonstrate strong written and verbal communication skills.
- Ability to communicate effectively and work with a diverse student body, and with university personnel.
- Ability to self-supervise and demonstrate initiative.
- Ability to work in a fast-paced, high energy environment, as well as work flexible hours.

22A. **Education/Training/Experience** - In order of importance, state any specific education, training and experience and knowledge, skills and abilities required for this position. Note that these requirements must be related to the essential functions and at least equal to the minimum qualifications stated on the official class specification.

Master’s degree from an accredited institution in an appropriate area of specialization and two years of experience in Career Services, Occupational Specialist, Business, Higher Education, or related area; or bachelor’s degree from an accredited institution and six years of experience in a related area.

**Preferred Qualifications:** Master’s degree from an accredited institution in an appropriate area of specialization and four years of experience in Career Services, Occupational Specialist, Business, Higher Education, or a related area. Professional work experience in student affairs Career Services Center.

23. **REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:**

Please review statements below check all that apply.

- This position requires a background check and/or fingerprinting, Florida Statutes.
- This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.
- This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.
- This position requires licensure, certification or other special requirements described below.

ATTACH ADDITIONAL SHEETS, IF NECESSARY, TO PROPERLY DESCRIBE THE POSITION.

24. **SIGNATURES:**

Incumbent __________________________ Signature ______________ Date __________________________

Immediate Supervisor __________________________ Signature ______________ Date __________________________

Reviewing Authority __________________________ Signature ______________ Date __________________________