

## Florida State University Career Center

### Career Development Specialist, Career Events & Employer Relations

The Career Development Specialist, Career Events & Employer Relations is responsible for overseeing career events and provides career advising, outreach, instruction and career related programming. The successful candidate will develop strategic partnerships that connect employers, students, and alumni to The Career Center. Staff in this position work with current and potential employers to identify and increase full-time and career-related experiential learning opportunities, e.g., co-ops, internships, research, volunteer and summer employment.

This position oversees the successful implementation of all related functions and reports directly to the Senior Assistant Director of Employer Relations in the Career Center, a Division of Student Affairs at Florida State University.

#### Essential Functions:

The essential functions of the position include, but are not limited to, the following:

- Plan, coordinate and implement sixteen career expositions, including Seminole Futures (fall & spring), Graduate & Professional School Expositions, Health Professions Career Exposition and the Education & Library Career Exposition.
- Invoice career fair attendees, Garnet & Gold Partners, Room and Suite Sponsors and Career Guide advertisers.
- Oversee payment processing for career fairs, sponsorships and advertising.
- Conducts outreach to prospective employers and works to maintain relationships with current employers. Provides administrative support for the Career Center Partner Program. Assists in soliciting and marketing the Partner Program.
- Provides career direct services including outreach programs and educational workshops. Assist faculty, staff and students in developing career related programming.
- Provides supervision for one graduate assistant.
- Serves on internal Career Center committees as well as university-wide committees.
- Deliver other core Career Center programs including teaching the career planning class, career advising, and employer development.



#### Qualifications:

The minimum requirements for this position include, but are not limited to, the following qualifications:

- Bachelor's degree and 2 years of experience in business administration, human resources, student personnel, counseling, higher education, or related field. Master's preferred.
- Prefer background managing large scale events (example: career fairs and networking events).
- Customer-centered approach with a high level attention to detail.
- Ability to establish rapport and relate well to students, faculty, staff and employers.
- Ability to work with a diverse population of team members and constituents.
- Willingness to work collaboratively with academic colleges.

Application Deadline:  
5/21/18

To apply, visit Florida State University's  
Employment & Recruitment Services  
website at <https://jobs.fsu.edu>

and search by Job ID: 43484

Location: Tallahassee, Florida

Full/Part-Time: Full-Time

\*This is an A&P (Administrative  
and Professional) position

Equal Opportunity/Access/  
Affirmative Action Employer