Title: Placement Officer  

Pay Scale Group: 14

Essential Function

Under general supervision from a designated administrator, assist in the development of a job opportunity program for graduates.

Characteristic Duties

- Assist in the development and implementation of a job opportunity program for graduates of one of the college of the University.
- Assist with development of placement policies.
- Develop new contacts, locally and nationally, to expand job opportunities for graduates.
- Plan and conduct workshops for graduating students on resume and interview techniques.
- Meet and correspond with prospective employers.
- Inform students of available employment opportunities and advise on interview techniques.
- Write and edit placement brochures and publications.
- Conduct research studies and compile reports on labor markets.
- Represent college at professional meetings and conferences, as required.
- Maintain liaison with college alumni on a national level.
- Respond to written and phone inquiries.
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor's degree with one (1) year experience; -OR- Associate's degree with five (5) years experience; - OR- seven (7) years experience. Experience must be in campus recruiting or placement work.

Last updated: October 1997