



Savannah State University Position Description – Project Coordinator

POSITION DESCRIPTION

Position Title: Project Coordinator FLSA Status: Exempt
Reports to: Assistant to the Dean-Administrative Affairs
Department: Academic Affairs
Date Prepared: June 2003

BASIC FUNCTION

This position provides assistance to the College of Business Administration (COBA) students in career counseling and placement, including directing the day-to-day management and operational functions of the COBA Career Placement Center.

NATURE & SCOPE

Reporting to the Assistant to the Dean, this position coordinates a variety of activities to support the professional development of business students, including workshops as well as individual counseling on resume writing, interviewing skills, business etiquette, job searches, internships and cooperative education placements, etc.

This position is also accountable for coordination of special events for COBA students, including the annual Career Awareness and Planning Seminar (CAPS) sponsored by the National Urban League's Black Executive Exchange Program (BEEP), the bi-annual COBA Honors Banquet, "An Evening with the Business Professionals," COBA Open House activities, and other special events.

The Project Coordinator requires the ability to take a project from conception to completion with no supervision, yet to be successful in this role the incumbent must exhibit exceptional teamwork skills.

PRINCIPAL ACCOUNTABILITIES

- Manages and maintains student, alumni and employer databases, including student and alumni resume banks; alumni and employer contact files; alumni and employer survey data, etc.
- Advises students on resume writing techniques and how to develop interviewing skills and job search strategies.
- Offers access to internships, co-operative education, part-time and full-time employment, on-campus recruiting, job fairs, scholarships and on-line posting, using various methods of announcement including flyers, bulletin boards and the COBA Listserv system.
- Serves as liaison to the COBA Advisory Board and cultivates partnerships with a wide range of employers.
- Maintains a practical career resource center.
- Plans/coordinates and actively assists in the execution of various conferences, workshops/seminars, programs and special events on and off campus.
- Administers the day-to-day management and operational functions of the COBA Career Placement Center, and assists during registration process as needed.
- Designs and produces promotional and informational materials.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires two years of college or vocational/technical school.