

Duties and Responsibilities for Career Planning and Placement Coordinator Administrative Services

Profile ID	Duties & Responsibilities	Weight %	Essential Function	Description
33821000	Duty #1		<input checked="" type="checkbox"/>	Oversees and facilitates specific activities/tasks/assignments for the department. Manages project-oriented activities including planning, initiation, coordination, implementation, and evaluation. Develops interpersonal contacts that are varied and often at the higher level and tends to involve a broad range of problem-solving activities. Interprets, monitors and analyses information regarding policies and procedures.
33821000	Duty #2		<input checked="" type="checkbox"/>	Inputs career opportunities onto job search platform and responds to employer inquiries. Serves as point of contact for interviewers, and coordinates interview schedules. Assists with organizing recruitment events, preparing presentations, and liaising with external and student organizations to coordinate events.
33821000	Duty #3		<input checked="" type="checkbox"/>	Greets visitors, screens incoming telephone calls and directs them to the appropriate person. Provides customer service to students, employers and faculty by responding to all inquiries. Assists in the day-to-day office operations and activities in the office.
33821000	Duty #4		<input checked="" type="checkbox"/>	Prepares presentation material for use by others, editing content and adding appropriate graphic and design elements. Composes and/or prepares correspondence, memoranda, promotional materials, forms, newsletters, manuals, and reports using appropriate word processing and spreadsheet tools. Performs basic statistical calculations on data for reports and presentations.
33821000	Duty #5		<input checked="" type="checkbox"/>	Serves as the University's credit card user for departmental transactions. Adheres to University's credit card policies and procedures. Creates requisitions, receives merchandise in system and completes any follow-up with the Purchasing Department. Assists with ordering and maintaining inventory of supplies and materials. May work with Travel Liaison to coordinate event registration and travel; creating travel authorizations and processing expense reports for department personnel as needed. Assist and advises, as needed, the department head and staff members of budgetary and related problems. Provides purchasing assistance to other units as needed.
33821000	Duty #6		<input checked="" type="checkbox"/>	Provides clerical and administrative support for Career Planning & Placement Office personnel. Maintains administrative and financial files and records for the office. Manages department e-mail account. Maintains office calendar, meetings, appointments, and events.
33821000	Duty #8		<input type="checkbox"/>	Performs other related duties as assigned or as directed. The omission of specific duties does not preclude the supervisor from assigning duties that are logically related to the position.