INDIAN RIVER STATE COLLEGE
POSITION DESCRIPTION

POSITION TITLE: Career Specialist I

LOCATION: Main Campus – Fort Pierce

SUPERVISOR: Jacqueline Burke, Career and Transition Services Coordinator
Flossie Jackson, Director of Student Success Services

VICE PRESIDENT: Mary G. Locke, Ph.D., Vice President of Instructional Services

CLASSIFICATION: Full Time Support

SUPERVISORY: No

FLSA STATUS: Exempt

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:
The qualifications and skill requirements for this position include:

- A Bachelor’s Degree and relevant work experience
- Demonstrated leadership and significant experience in career counseling and job placement services
- Strong commitment to student success;
- Demonstrated knowledge of workforce solutions, state and local job resources, labor market data, online job banks, and recruiting practices;
- Proven effectiveness in customer service;
- Excellent written and verbal communication skills, including strong presentation skills;
- Proven effectiveness in working with a diverse student population;
- Exhibit sound judgment, a friendly attitude, professionalism and discretion in working with students and the general public;
- Demonstrate excellent computer skills;
- Demonstrate strong organizational skills and attention to detail;
- Proven self-direction, efficiency and innovativeness in handling projects/assignments;
- Support the goals and objectives of Indian River State College.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:
The essential job functions and responsibilities for this position include, but are not limited to:

- Collect, organize, and analyze occupational, educational, and economic information for use in job placement activities;
- Gather and track local and statewide employment trends;
- Meet with students to discuss jobs listed and supply referrals for specific jobs of interest to students;
- Notify faculty of available job opportunities;
- Provide career services and employment opportunities to students and alumni;
- Promote employers’ job listing and internship opportunities;
- Assist employers in promoting their job and internship opportunities;
- Assist with coordinating, organizing and managing job fairs;
- Provide support to faculty for their classes and students by conducting job search presentations;
- Conduct mock interview sessions and providing critiques of student resumes;
- Promote student enrollment, retention and completion;
- Assist the Division in cooperative projects to recruit, retain, and enhance the success of students.
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SPECIFIC DUTIES AND RESPONSIBILITIES:

The primary duty of the Career Specialist is the career and job placement advisement of students relative to career planning and directing students in their academic planning.

The specific duties and responsibilities for this position include, but are not limited to:

- Contact prospective employers to determine needs and to explain placement services;
- Arrange on-campus interviews between employers and graduating students to facilitate placement of graduates;
- Conduct pre-employment interviews with job seekers and refer them to prospective employers for consideration;
- Notify job seekers of job openings, and refer qualified applicants to prospective employers;
- Contact employers to verify referral results;
- Conduct interview skills and resume writing workshops;
- Ensure excellent service to students and alumni;
- Serve as liaison between students and potential employers;
- Provide off campus presentations to students and employers;
- Provide annual job fairs on all IRSC campuses;
- Assist with the compilation of employment data for job placement reports;
- Assist students with graduate school applications for admission and scholarships;
- Promote an awareness of job placement resources;
- Promote student enrollment, retention and completion;
- Assist with special projects such as the Counselor’s Conclave, Early Registration, State University Systems visit, and Great Exploration;
- Work flexible hours and multiple evenings during peak registration;
- Perform other duties as assigned by the Director of Student Success Services or Assistant Dean of Educational Services.

The individual in this position is required to work until 6:30 p.m. one evening per week and multiple evenings until 7:30 p.m. during Peak Registration.

ESSENTIAL PHYSICAL SKILLS:

This position requires an ability to sit, stand for long periods of time, walk, bend, lift, reach up, stoop, and carry items occasionally in excess of twenty-five (25) pounds. It also requires manual dexterity to operate standard office machines, such as, copier, fax, telephone, and other equipment as necessary. IRCC expects its employees to follow proper safety standards while employed by the College.

Please sign and date this document. This fully executed job description becomes evidence of sufficient job requirement disclosure and acceptance and is incorporated into permanent record. A copy of an executed job description must accompany any single position application notice and/or set of application materials.