

JOB DESCRIPTION:	Career Center Coordinator/Student Success		
DEPARTMENT:	Student Affairs & Enrollment Management		
REPORT TO:	Assistant VP -Student Life		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	#412130	DATE APPROVED:	14-APR-2021
		DATE MODIFIED:	11-JUN-2025

SUMMARY: The Coordinator of the Career Center is responsible for the day-to-day operation of Career Services and the Career Center, including the Clothing Closet and Career Lab.

DUTIES:

1. Provides leadership in all career planning, internships, volunteer programs, and service projects provided to WMNU students, as appropriate.
2. Responsible for providing opportunities that connect classroom learning with experiential learning, assuring best practices are met.
3. Plans, teaches, and conducts workshops/events to facilitate experiential education and career planning for all students including but not limited to job search strategies, interview strategies, resume building strategies, internship procedures, job fairs, service and volunteer opportunities, social media and current trends and graduate/professional school preparations, graduate assistantship opportunities.
4. Assists students in the career planning process, including choice of major and career interests. Networks with local, regional, and national employers to maintain job openings, internship opportunities, and mentorship opportunities.
5. Makes recommendations for continuous improvement of services and programs. Organizes and promotes the career closet program.
6. Coordinates annual employment and graduate placement statistics and publish an annual report. Maintains individual statistical data, creating weekly, monthly, semester, and annual reports.
7. Promotes the department through marketing of programs and services as well as the development of information for the web page and social media (includes an interactive web site, blogs, and resume/job skill applications).
8. Supports the student retention efforts of WNMU.
9. Assists in all operations of the Student Life Office.
10. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
11. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree in Education, Business Administration or related field. Related experience performing the duties of this job may substitute for the degree requirement on a year for year basis. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Skill in working effectively with a variety of individuals throughout the University, including students, faculty, and staff. Ability to develop and deliver presentations.

Knowledge of the principles, practices, and methods of student leadership training and support. Basic knowledge of lower division/general education/developmental studies curricula. Skill in applying appropriate human relations skills in varying emotional and psychological situations. Knowledge of office management and administrative support practices and procedures. Ability to work both independently and in a team environment. Ability to understand and follow safety procedures. Ability to perform complex tasks and prioritize multiple projects. Skill in organizing and coordinating. Skills in communication and interpersonal communications. Ability to coordinate, schedule, and organize events and/or facilities usage. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.

3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)