

**Career Development Specialist
Career Services Office
University of Wisconsin Oshkosh**

Position Description:

The Career Development Specialist position will report directly to the Employer Relations Coordinator in Career Services. It is a .75-1.0 academic year contract (one year only from September 2, 2008-June 7, 2009). This position will work primarily with students across all the colleges on resumes, cover letter development and our professional skills events. Nights and weekend hours are required. Responsibilities include:

Student Outreach 40%

- Meet individually with students to assist them in preparing for their job/internship search who are undecided
- Conduct presentations at meetings of student clubs/organizations
- Present and grade resume assignments to classes in conjunction with faculty and Career Advisors
- Teach career related courses and workshops
- Utilize technology in delivery of services.

Professional Skills Events 40%

- Plan, present and schedule workshops for the Professional Skills Program for all the colleges. These would include mock interview, dining with professionals, social networking events, semester workshops, etc.
- Coordinate and plan all Mock Interview Workshops for the office for students.
- Organize and coordinate all Dining with Professionals Events on campus for students.
- Disseminate all evaluation tools to collect learning outcomes from student at all workshops and events.

University Involvement and Development 20%

- Assist in coordinating University, College, and/or Career Services sponsored events.
 - Campus events – coordinating staff and schedules
 - Coordinate dissemination of marketing materials
 - Present in Counselor Education 202
 - Assist with the student employment program on campus
- Attend all one-on-one meetings with Employer Relations Coordinator and staff meeting.
- Participate in University or community programs/projects to develop relationships that further the mission of Career Services.
- Other duties as assigned by the Director of Career Services.