



Office of Human Resources

POSITION DESCRIPTION

POSITION: Career Placement Officer
LOCATION: Career Planning Department
REPORTS TO: Assistant Director of Career Planning
GRADE: CCRIPSA 11
WORK SCHEDULE: Non Standard, 35 hours per week; Some evening work required

JOB SUMMARY: To obtain employment and experiential opportunities in business and industry for students and alumni in all curricula. Counsel, prepare and enhance hiring potential of students, new graduates and alumni into the job market. Assist in the placement of work study eligible students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Generate employment opportunities for CCRI students and alumni by establishing and maintaining productive employer partnerships.

Collaborate and promote Career Planning services through in-class presentations, student organization outreach, New Student Orientation and in concert with college support services.

Market Career Planning services and programs to business and industry, as well as non-profits and internal constituencies, by developing programs, targeting mailings and e-mailings, attending promotional events, presenting information and workshops at various business functions, and through involvement in business associations such as the Chamber of Commerce. Aggressively contact businesses and industries in the College's service area to develop partnerships and placements.

Help students identify employment options that match their career interests. Assist students in all aspects of the job search including resume writing, interviewing techniques and job referrals.

Schedule and follow up on student interviews with prospective employers.

Orient students and alumni to Career Planning's online career management system (CSO) to assist their obtaining employment.

Knight Campus

400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345

Participate in coordination and organization of on-campus events such as the annual Career and Internship job fair.

Ensure that new jobs and internships are submitted and posted in CSO. Assist in publicizing job placement and internship opportunities to the College community.

Assist with publication of the department's periodic newsletter, '*Career Connections*'.

Develop and maintain a collaborative relationship with academic departments and all college stakeholders.

Actively recruit students from all curriculum areas for the Cooperative Work Experience four credit class.

Identify the number and types of positions needed by CCRI Cooperative Work Experience and secure experiential opportunities with employers.

Contact business and industry to develop reciprocally beneficial partnerships for jobs, internships and job shadowing opportunities.

Assist employers in advertising job opportunities through CCRI's on-line jobs posting platform (CSO).

Develop an active on-campus business and industry presence. Schedule and advertise campus recruitment for employers.

Assist with maintaining employer database(s). Maintain student files as needed. Submit monthly report.

Provide targeted career information and resources for specific majors and interest groups to students, alumni, faculty, and staff as needed.

Work with outside organizations, the Financial Aid Office and work-study students to set up written off-campus partnerships and facilitate hiring paperwork.

Participate in the planning of new experiential learning programs in all college curricula.

Attend seminars and other training opportunities for professional development.

Other related duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computer, telephone, fax machine, copy machine, calculator.

Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Student centered professional in higher education with the ability and experience to interact and support a diverse student body in a positive, friendly, and welcoming manner.

Bachelor's degree required; Master's degree preferred.

Three years' work experience in job development and marketing required, as well as previous work experience building employer relations in a higher education setting.

Well informed of labor market trends, employer needs and best practices in career services.

Experience with electronic career management systems required.

Familiar with social media platforms. Computer proficiency required.

Excellent presentation, networking and communication skills. Collaborative and team oriented working style.

CCRI is an Equal Opportunity / Diversity Employer.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.