



DATE ISSUED: 10/05
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Coordinator of Student Employment

JOB SUMMARY

Performs responsible work in the coordination of student employment positions for TWU students seeking on campus part-time employment. Responsibilities include assisting students with submitting documentation required for processing part-time employment forms, posting of employment vacancies on the website, and serving as campus liaison assisting departments with student employment concerns. Develops and conducts workshops and seminars on a variety of student employment and service topics. Work is performed under general supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Career Services

Supervises: May supervise clerical employees and/or Student Assistants

PRIMARY DUTIES - May include, but not limited to the following:

Interfaces with students as they seek help regarding part-time employment concerns.
Develops and conducts workshops and seminars on a variety of student employment and service topics.
Acts as campus liaison assisting departments with student employment concerns.
Receives off-campus job requests by fax, telephone and mail.
Posts all part-time (on and off campus) and post-graduate job vacancies on the website.
Enters student data on-line as needed by payroll for processing student pay.
Verifies student eligibility and financial aid award to assist with the proper completion of the employment forms.
Issues all on-campus work permits.
Updates student employment forms as necessary.
Maintains and prepares statistical student employment data and reports.

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Maintains a variety of complex and or confidential records and files.
Hires/trains and supervise students working in the Career Services Department.
Approves on-line time sheets for student assistants working for Career Services Department.
Assists Director with planning goals and objectives for the student employment program.
Participates in outreach and enrollment management events.
Participates in staff development activities.
Works cooperatively with Career Services Staff in attracting more companies to recruit students.
Coordinates campus visits of recruiters seeking part-time employment.
Responds to telephone questions and inquires from visitors on departmental policies and procedures.
Composes routine correspondence to supervisors of student workers concerning outstanding employment paperwork.
Assists the Career Services Staff with on campus Career Day activities.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Bachelor's Degree in Business, Marketing, Human Resources/Training or a related field.
Master's preferred.

EXPERIENCE

Minimum two years of student development or business experience required.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Ability to organize and implement services and programs.
Ability to present and communicate effectively in writing and orally; both in person and by telephone.
Ability to work autonomously and as a team oriented individual that is able to work evenings and weekends as needed.
Ability to effectively achieve goals and objectives.
Ability to manage and complete multiple projects in a timely and accurate manner.
Ability to professionally advise students with employment concerns.
Ability to professionally represent TWU and the Career Services Department.
Ability and willingness to occasionally travel on behalf of TWU and Career Services Department.
Ability to be sensitive to issues of diversity and ability to work in a diverse environment.
Working knowledge of office practices and methods.

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Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
Ability to work in a fast-paced environment while maintaining attention to detail, accuracy and quality.
Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. While performing the duties of this position, the employee may be required to travel.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____

Date: _____

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Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.