**Student Outreach Coordinator**

**Official Position Description**

**Time:** 10 to 12 hours a week (schedule set quarterly based on class schedules, availability and work responsibilities)

**Reports to:** Training and supervision provided by Susan Vinson, Employer Relations Manager in Career Services

**Pay:** $16.69/hr

*Position is currently 100% Remote (work from home), with the possibility of returning to campus during the next academic year.*

**General Overview**

The Student Outreach Coordinator (SOC) will work with the Employer Relations Team to increase connections between student organizations and Career Services. The SOC will be responsible for managing the Career Services Instagram page, supporting and marketing career events, and providing guidance to student clubs in planning career-related events. This includes creating, monitoring and recording content and performance of the Career Services Instagram page; connecting clubs to employer and Career Services resources for events; and supporting career fairs, information sessions, and on-campus recruiting to give students as many touch-points with employers as possible.

**Educational Benefits**

Our SOC receives on-the-job training and supportive supervision to develop and cultivate core career competencies employers look for in an inclusive environment that values acceptance, diversity and equity.

These include:

- Critical Thinking/Problem Solving
- Oral/Written Communications
- Teamwork/Collaboration
- Information Technology Application
- Leadership
- Professionalism/Work Ethic
- Career Management
- Global/Intercultural Fluency

**Typical Duties and Responsibilities**

- Manage Career Services Instagram page to promote career-related programming and events
- Create Instagram content in Canva and schedule posts via Later
- Communicate with students and respond to direct messages sent to the Career Services Instagram page
- Collect and report Instagram statistics to improve user experience for students
- Collaborate with UW Bothell Student Clubs and partners to cross promote career-related opportunities
- Hold SOC Office Hours to provide event planning assistance to student clubs and increase communication with Career Services concerning career-related events
- Assist in planning, publicizing and implementing Career Services events and programs
  - Market services to students through club presentations, and other marketing outlets
  - Assist staff in managing event logistics and details, as needed
- Monitor SOC Outlook Mailbox and respond to inquiries in a timely manner
- Update Careers Services website using Kentico Content Management System
- Provide high-level administrative support to professional staff and team members
Minimum Requirements

- Must be a current UW Bothell student (or enrolled for fall quarter 2021) - undergraduate or graduate level
- Must have and maintain a cumulative and quarterly GPA of at least 2.50
- Contribute professionally and respectfully to our diverse and inclusive work environment
- Strong customer service orientation
- Excellent verbal and written communication and interpersonal skills; ability to use tact and diplomacy in working with students, alumni, employers, coworkers, supervisors, and others in a friendly and courteous manner
- A successful candidate will demonstrate initiative with the ability to take ownership of projects and have exceptional follow through
- Must be able to multitask effectively and efficiently with proven ability to manage several projects simultaneously with little supervision
- While working remotely, stable access to internet
- Excellent organizational skills
- Demonstrated ability to quickly grasp new concepts, approaches, and systems

Time Commitment

- Employment appointment is June 2021 through spring quarter 2022
- Academic year-long commitment expected
- Must be available to work some evenings for scheduled events throughout the year (Career Fairs, tabling events, Etiquette Dinner, and club events, etc.)
- Candidates are strongly encouraged to participate in professional development trainings which take place weekly throughout the summer

Preferred Qualifications

- Experience with Microsoft Word, Excel, and Outlook
- Experience with website editing
- Experience in marketing through social media, specifically Instagram
- Experience with event or program planning
- Preference given to students who are familiar with UW Bothell’s student clubs

How to Apply

- Apply online at HuskyHires (https://www.uwb.edu/hr/student/jobs). You will be asked to include a resume and cover letter (Word or PDF files).
  - Make sure your cover letter includes why you are interested in this position and what relevant skills and experiences prepare you for this role.

All application materials must be received by 8:59pm, Friday, April 16.