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: $16.39/hour

General Overview
The Student Outreach Coordinator (SOC) will work with the Employer Relations Team to increase connections between student organizations and Career Services. This includes providing guidance to student organizations in planning career-related events, helping clubs to develop and cultivate a relationship with Career Services, and connect clubs with employers. The SOC will assist in supporting career fairs, information sessions, and on-campus recruiting to give students as many touch-points with employers as possible. This position will also assist Career Services in marketing events to all students and manage the Career Services Instagram page.

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
- Meet with student organizations to increase communication concerning career-related events, such as, speakers, panels, and other networking opportunities
- Advise students clubs on Career Services’ three levels of assistance designed to increase visibility and provide planning tools for a successful event
- Assist in planning, publicizing and implementing Career Services activities and programs
  - Market services to students through club presentations, and other marketing outlets
  - Assist staff in managing event logistics and details, as needed
  - Maintain Career Services event calendars
- Manage Career Services Instagram page to promote programming and events
- Update Careers Services website using Kentico Content Management System
- Provide high-level administrative support to professional staff and team members
- Partner with other Student Affairs departments, as well as Student Success Center colleagues in development and planning of events
Student Outreach Coordinator
Official Position Description

Minimum Requirements
- Must be a current UW Bothell student (or enrolled for fall quarter 2020) - 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 face-to-face, over the phone, and online
- 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
- Excellent organizational skills
- Demonstrated ability to quickly grasp new concepts, approaches, and systems
- Time commitment
  - Employment appointment is September 2020 through spring quarter 2021
  - 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, specifically Kentico CMS
- 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 17.