

University of Arkansas at Pine Bluff

Office of Career Services

PROJECT SPECIALIST/JOB DEVELOPER

The Project/Program Specialist/Job Developer works under the immediate supervision of the Assistant Director and is responsible for maintaining high quality communication with internal and external customers. Initiates and maintains ongoing personal contacts with a variety of business and industry representatives to promote programs for student placements. Makes cold calls and premise visits to potential employers to explain the benefits and employment support services provided by programs. Research various resources for job opportunities which include internships, Cooperative Education and permanent placements. Collects data from employers related to job opportunities including job requirements and skills. Provides counseling and matches students with jobs in public and private sectors. Prepare students for the job market through training and coaching. Conduct necessary follow-ups when students are placed in positions including employer evaluations. Administers standard career assessments and performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education

Bachelor's degree with two to five years of professional work experience that includes previous experience in higher education in an employment, placement, recruiting environment; Master's degree and previous experience with Career Services or Cooperative Education preferred.

Skills and Ability

The successful candidate will be able to effectively market and represent the program. Demonstrate managerial skills. Have strong interpersonal, organizational, time management and communication skills both oral and written. Have excellent computer skills and be able to use Microsoft Office Suite. Sales experience is a plus.

Application Process: Submit application and resume with name, address and telephone number of three references to:

Human Resources
University of Arkansas-Pine Bluff
1200 North University Drive, Mail Slot #4942
Pine Bluff, Arkansas 71601

Deadline for Applications: Applications accepted until a suitable candidate is found.

"UAPB is an equal employment/affirmative action employer; and full participation by women and minority groups is encouraged."

"E-Verify Employer"