

University of Arkansas at Pine Bluff  
Office of Career Services

ASSISTANT DIRECTOR OF COOPERATIVE EDUCATION

Bachelor's degree and two to five years of professional work experience that includes previous experience in higher education in an employment, placement or recruiting environment; demonstrated managerial skills; strong interpersonal, writing, organizational, and communications skills are required. Working knowledge of computer applications including Microsoft Office (Word, Excel, Access, and PowerPoint) and web-based database preferred. A Master's degree is preferred with previous experience in Career Services or Cooperative Education and some supervisory experience. Duties include but are not limited to the implementation of a Cooperative Education marketing plan for students, faculty and employers, advising students regarding internship employability, and career decision making and other duties as assigned.

**Reports to:** Assistant Director of Career Services.

**Send application, resume, and names of three references to the address below:**

Human Resources  
c/o Assistant Director for Cooperative Education  
University of Arkansas at Pine Bluff  
1200 North University Drive – Mail Slot 4942  
Pine Bluff, AR 71611

**Application Deadline: Until a suitable candidate is found.**

**The University of Arkansas at Pine Bluff is an Affirmative Action/Equal Opportunity Employer.**

6/29/10