The Project Specialist/Career Coach works under the immediate supervision of the Director. Duties include, but are not limited to, the implementation of the Title III Proposal to increase retention with career preparation; matches students with internships and Cooperative Education positions in chosen vocation or career goals; provides job search and interview skills training which includes developing professional resumes and cover letters; conducts one-on-one career counseling sessions; monitors and documents job market information, including industry needs and skill requirements; conducts career development workshops; complies, organizes and analyzes reports; creates a marketing plan to increase student participation in services and events; assists in the planning, coordination and implementation of annual programs and career fair events; attends seminars, workshops, and conferences to maintain professional development and networking opportunities.

**MINIMUM QUALIFICATIONS**
Bachelor’s degree and a minimum of five years professional experience in corporate, education, counseling, recruiting or human resources; Previous experience with Career Services or Cooperative Education is a plus.

**Knowledge, Skills and Abilities**
The successful candidate must be able to effectively market and represent the program. Must have excellent written and verbal communication skills; ability to multi-task, manage time effectively, and work in a team environment; strong problem solving, interpersonal and decision making skills; Have excellent computer skills and be proficient in Microsoft Office Suite; Knowledge of human resources and recruiting techniques a plus.

**APPLICATION PROCESS:** Submit an application, resume, transcript, and 3 letters of reference to:
Human Resources
University of Arkansas-Pine Bluff
1200 North University Drive, Mail Slot #4942
Pine Bluff, Arkansas 71601

**DEADLINE FOR APPLICATIONS:** Open until a suitable candidate is found.

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

_E-Verify Employer_

_Posted: 12/03/15_