Career Specialist Internship

General Responsibilities:
To support, develop and maintain those policies and procedures of Career Services as guided by the Director and University policies.

Specific Responsibilities:
1. Advise/counsel UW-Stout students and alumni in individual or group sessions on career and employment related topics. Refer students to other university services as appropriate.
2. Provide those services related to experiential education, career planning and placement required or requested by students, faculty, alumni and employers.
3. Utilize automated computer network system and related software to provide career services to students effectively.
4. Present workshops and classroom presentations including: Stout CareerLink/computer registration, resume writing, interviewing, networking, and employment search skills.
5. Establish and maintain appropriate public relations and business rapport with recruiters representing all majors. Cultivate relationships with employer representatives to promote and market UW-Stout’s academic programs, services, faculty and students to facilitate employment opportunities.
6. Maintain and update UW-Stout Career Services Facebook site/media presence and assist in marketing campaigns and website development.
7. Create outreach materials and present to student clubs and organizations and resident halls on topics related to student employment activities.
8. Work with the Advisement Center for the coordination of services to assist students with their career exploration needs.
9. Collaborate with and assist other career services staff to ensure good communication, teamwork, and effective service to all stakeholders.
10. Assist with undergraduate follow-up studies to develop the Annual Employment Report, including telephone follow-up and email surveys as requested.
11. Assist with coordination of the Annual Career Conference committees and activities.
12. Provide other career services as assigned by Director.

Professional Responsibilities:
1. Display and maintain a high level of professionalism that will reflect positively on UW-Stout and the University of Wisconsin System.
2. Uphold the basic ethical principles and practices set forth by the National Association of Colleges and Employers (NACE) in all interactions involving students, recruiters and alumni.
3. Recognize and promote a philosophical belief that career planning, cooperative education and employment skill development represent an integral part of the education process.
4. Develop a special sensitivity and awareness of the needs of special populations such as ethnic/racial minorities, disabled, veterans and non-traditional students.
5. Keep abreast of the most current market and job trends relevant to preparing students for the world of work.
6. Actively represent Career Services at professional association meetings as requested.

Career Specialist Search 2012:
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