HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Placement Services Assistant	**SALARY GRADE:**	HU-08
DATE REVISED:	December 01, 2014	**EEO CODE:**	05
JOB CODE:	4019	**FLSA STATUS:**	Non-Exempt
BARGAINING UNIT:	N/A		

DEPARTMENT:	**POSITION NO:**
REPORTS TO:	**GRANT:** ☐**No** ☐**Yes**

BASIC FUNCTION: To assist in the administrative duties of all career development and placement. Activities for students, alumni and recruiting agencies.

SUPERVISORY ACCOUNTABILITY: Has responsibility or authority which is limited to the direction of student or temporary workers.

NATURE AND SCOPE: Serves as liaison to faculty, students, alumni and representatives from industry, foundations, and professional organizations on career development concerns.

PRINCIPAL ACCOUNTABILITIES:

Assists in the planning, development and coordination of the career development sequence for students and alumni of the School of Communications.

Maintains job books and internship files for distribution to students and alumni.

Greets students, corporate and media representatives and alumni.

Assists in the planning, coordination and implementation of the Annual Job Fair in Communication.

Assists in the distribution and collection of scholarship and competition data for students.

Assists in alumni tracking, including but not limited to database management and upkeep.

Maintains a database for recruiting organizations.

Maintains a student resume bank.

Assists in the development of all promotional materials including but not limited to bulletin boards, flyers, posters, press releases etc.

Assists in the supervision of all students workers and volunteers.

Prepares all requisitions relative to career development activities.

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CORE COMPETENCIES:

Maintains a positive working relationship with faculty, staff, students and others.

Ability to plan and organize diverse activities.

Ability to help implement basic career development objectives such as resume and cover letter preparation, interviewing, computer job and internship searches.

Competent in oral and written English.

Ability to establish and maintain effective and harmonious work relations with students, faculty, staff, University officials, and the general public.

Skilled in operation of computers including Macintosh and IBM compatible and software and internet savvy.

Delivery of timely and quality services to students, faculty, and other staff persons.

Ability to work independently.

Ability to operate standard office equipment.

MINIMUM REQUIREMENTS:

High School diploma or GED and 1-3 years of general work experience.
AA/AS may be substituted for 4 years of required work experience.
BA/BS may be substituted for up to 4 years work experience.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
Department of Compensation and Performance Management