

# Classification Specification: Student Employment Services Representative

Classification Number: 64211 Pay Grade:  
Effective Date: September 27, 2013 Current Exemption Status: Nonexempt

## Position Summary

Coordinates the operational and administrative processes for the student employment program. Oversees job development, employee and employer recruitment, budget management and federal reporting. Provides assistance to students with resumes and cover letters. Plans and executes job fairs. Creates and delivers presentations to various audiences regarding programs and services provided by department.

## Essential/Primary Duties

- Coordinates employee and employer recruitment programs. Assesses effectiveness of programs, identifies problems with service delivery and initiates corrective action as needed. Plans, budgets for and implements job fairs and/or other programs.
- Creates materials to address employers' hiring needs. Networks with community leaders to identify new employment opportunities. Coordinates on-campus interviews.
- Reviews and approves resumes uploaded by students. Provides resume and employment search advice. Assists recruiters who post job openings. Reviews and processes new employer registrations and job postings.
- Receives and routes mail and orders supplies. Works on special projects and serves on committees as requested.
- Interviews, hires, schedules, trains, evaluates and budgets for student employees in the department.
- Updates and promotes department publications, programs and website content. Estimates publication size and printing costs.
- Evaluates current practices and makes recommendations for the development or enhancement of policies, processes, procedures, systems and/or forms.

## Experience and Education

### Experience

- Six months to one year related experience required

### Education

- High school diploma or GED required

## Physical Requirements

Office or other indoor work: with minimal physical demands such as occasionally lifting/moving materials less than 25 pounds.

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## Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.

## Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to query, run reports and modify data in financial systems
- Ability to access and maintain document imaging systems, including scanning and filing documents
- Ability to accurately receive and disburse cash whether currency, credit cards, checks or other payment forms
- Ability to operate computers and peripheral equipment such as printers
- Ability to draft office correspondence
- Ability to effectively utilize audio/visual equipment
- Large-scale event planning/management skills

## Supervisory Responsibility

### Full-Time

None

### Part-Time

None

## Providing Direction

### Full-Time

None

### Part-Time

None

## Responsibility for Student Workers

Provides work direction and may schedule and/or provide formal feedback.