



**Position Title:** Job Placement Officer

**Reports To:** Campus Dean

**Major Responsibilities:** Responsible for the placement of all graduate students in their respective field of study. Develop and manage business/industry relationships to seek career, employment opportunities, and internships in the community for students. Develop and implement tasks and activities related to job development and job placement for active and graduates students.

**Specific Duties and Responsibilities:**

1. Read, understand and comply with the University's mission, the catalog, the University's policies and procedures, the Staff Handbook and institutional effectiveness process.
2. Respond to communications (email/voicemail) on a daily basis.
3. Research current job trends, conduct market surveys, and seek and develop job opportunities through telemarketing, cold calls, direct contact and networking.
4. Participate in Job Fairs and career opportunities events.
5. Compile and maintain a list of industries for graduate placement.
6. Document and maintain informational files on local employers, job banks of current employment opportunities, and placement information of students.
7. Develop strong relationships with academic departments to collaborate the placement of students in their field of study.
8. Identify and assist students in development of work related skills such as professional attire, job resumes, interviews, application processing, etc.
9. Facilitate and coordinate training sessions offered to students in the areas of interpersonal and employability skills, resume development, and other job related areas.
10. Assign internship sites to those students that require them and those wishing to do them.
11. Assist current students in locating part-time work.
12. Provide overview of the Placement office services to new students during orientation.
13. Contact all prospective graduates prior to the graduation term to offer them placement service provided by the University and initiate graduate interviews with potential employers.
14. Follow-up all interviews with both the employer and the student and document feedback given.
15. Collect and document employer feedback on referred employee performance.
16. Keep the computerized database with accurate information.
17. Compile a comprehensive annual report based upon placement results.

18. Survey graduates to compile data regarding the effectiveness of the program offered at the University.
19. Participate in the self studies and committees conducted by the University.
20. Continuously oversee actions for improvements at campus level sited in the Placement Officer's Planning, Assessment, and Implementation Form.
21. Oversee compliance with licensing and accrediting organizations.
22. Performs other duties as assigned.

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be construed as an exhaustive list of all tasks, duties, skills and/or responsibilities required for this position in each Campus at all times. Tasks, duties, skills and/or responsibilities may vary from individual to individual, campus to campus and over time, depending upon various factors. These are general guidelines for this job position.

To apply for this position, please click on the link below:

<https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu>