Job Title: Coordinator, Job Location Development (JLD) Program

BCAT Code: 09HX40  Effective Date: June 25, 2013
Pay Grade: G15  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Plans and coordinates campus-wide Job Location Development (JLD) events, such as job fairs, workshops, classroom presentations, for all enrolled Georgia State University (GSU) students.

Examples of Duties
- Establishes, manages and maintains communication with employers by phone, e-mail, and mail to obtain off-campus student employment job leads, and informs employers about available services.
- Travels within the Metro Atlanta area to meet with employers and develop job opportunities for GSU students.
- Negotiates fee payments for job fairs.
- Serves as liaison between students and employers; refers qualified students to appropriate jobs; advises students seeking off-campus employment.
- Conducts resume critiques and utilizes the University Career Services and external resources to assist students with their job search and work skills preparation.
- Assists students and employers in the use of Panther Career Net.
- Utilizes a tracking system to monitor the student job search and employment.
- Generates monthly and annual reports on student placements; provides data to the Office of Financial Aid, and compiles other reports as needed.
- Supervises student and graduate student assistants.
- Interacts with faculty to support students seeking employment.
- Attends regional and national meetings to stay current with JLD best practices.
- Makes decisions that impact the program design and its implementation.
- Develops the annual JLD marketing and budget plan; develops and implements a campus outreach plan to market the JLD Program.

Knowledge, Skills and Abilities
- Knowledge of the Family Educational Rights and Privacy Act (FERPA).
- Knowledge of computer applications, such as Panther Career Net, etc.
- Knowledge of the University Career Services.
- Excellent people and customer service skills.
- Effective time management and organizational skills.
- Ability to provide direct independent supervision.
- Ability to use good judgment in sharing information.

Minimum GSU Hiring Standards
Bachelor’s degree and three years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.

Office of Human Resources  Classification Section