Georgia State University

Job Specification

Job Title: Job Location and Development Specialist

<table>
<thead>
<tr>
<th>BCAT Code: 09TXB7</th>
<th>Effective Date: June 1, 2011</th>
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<tr>
<td>Pay Grade: G11</td>
<td>FLSA Status: Non-Exempt</td>
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<td>Revision Date: July 1, 2013</td>
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General Description
Performs administrative work to provide employment opportunities for currently enrolled students.

Examples of Duties
- Develops, manages, and maintains communication with employers to identify and develop off-campus job opportunities for students.
- Serves as liaison between students and employers.
- Refers qualified students to the appropriate jobs.
- Utilizes a tracking system to monitor the progress of a job search and accepted employment via follow-up with the student and employer.
- Provides earnings data to the Office of Student Financial Aid.
- Holds skills workshops and facilitates resources to students seeking off-campus jobs.
- Provides frontline assistance to students entering the Career Resource Center.
- Acts as a resource to interns, graduate assistants and student assistants.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of job search skills development.
- Experience using Microsoft Office software, such as Excel, etc.
- Effective oral and written communication skills.
- Ability to work with a diverse population.
- Ability to make sound judgments.
- Ability to develop and maintain professional relationships.

Minimum GSU Hiring Standards
Bachelor’s degree and two 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.