



**Job Specification**

**Job Title: Career & Employer Relations Specialist**  
**BCAT Code: 410X CC**  
**Pay Grade: G14**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Exempt**

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**General Description**

Provides career assessment, decision-making skills, job search skills, and long-term career management skills for students, while linking students to appropriate employers. Serves as point-of-contact for employers who desire to hire students and recent graduates.

**Examples of Duties**

- Counsels students on job search approaches and outcomes.
- Liaises with the Department of Labor and other local, state, and national hiring organizations on behalf of GSU students and recent graduates.
- Plans and coordinates career management programs for students or groups of students and on-campus recruitment program.
- Conducts career orientations, job search workshops, self-assessment workshops, and career change workshops.
- Prepares information to assist students with career management and job search skills.
- Invites hiring organizations and conducts career fairs and counseling.
- Provides follow-up career services for requesting students or groups of students.
- Identifies employers and matches them to available students.
- Performs other career-counseling related duties as assigned.

**Knowledge, Skills, and Abilities**

- NCC or Career Facilitator designation preferred.
- Knowledge of computer software (spreadsheets, computer graphics, word processors, and databases).
- Knowledge and experience with counseling and career development methods and techniques.
- Ability to multi-task and pay attention to detail.
- Effective time management, customer service, and organizational skills.
- Effective oral and verbal communication with external and internal customers.

**Minimum GSU Hiring Standards**

Master's degree and three years of related experience; or a combination of education and 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.*