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Approval to Fill Number	1693
Budget/Payroll Title of Position	Career Planning & Development Associate
Local Title	Coordinator, Career Networking Programs
Application Types Accepted	Professional and Management Application
Documents to be Attached	Resume/CV Cover Letter References
Department	Career Services/Student Employment
Full or Part Time	Full-Time
Salary Range	
Job Posting Date	11-19-2009
Closing Date for Receipt of Applications	Open Until Filled
	<p>SUNY Geneseo invites applications for its Coordinator of Career Networking Programs. The Coordinator will:</p> <ul style="list-style-type: none"> <li>- Evaluate, sustain, expand existing and implement new career networking programming and mentorship - related activities for currently enrolled students involving alumni, parents, faculty/staff, employers and friends of the College</li> <li>- Solicit full time, part-time, summer employment and internship opportunities</li> <li>- Support existing counseling of students and, upon request, alumni, on internship, career, job search and graduate school application procedures</li> <li>- Serve as Career Services Office liaison with Alumni Relations and Parent Relations Offices</li> </ul> <p>Qualifications:</p> <ul style="list-style-type: none"> <li>- Master's in Student Personnel, Higher Education, Counseling or a related field preferred, will consider Bachelor's degree in similar discipline</li> <li>- One to three years related experience required</li> <li>- Excellent organizational, communication and collaboration skills required</li> <li>- Demonstrated success in program/event planning and marketing</li> <li>- Work experience with college student population a plus</li> <li>- Understanding of, sensitivity to, and respect for a diverse and inclusive academic environment</li> </ul> <p>This is a full time, 10-month position. The anticipated starting date is January 16, 2010. Review of applications will begin December 12, 2009 and will continue until the position is filled. To apply, submit an online professional application at <a href="https://jobs.geneseo.edu">https://jobs.geneseo.edu</a> and attach a cover letter, resume and contact information for three professional references. All applicants are subject to drug and criminal background checks.</p> <p>SUNY Geneseo is an Affirmative Action/Equal Opportunity Employer and is committed to recruiting, supporting, and fostering a diverse community of outstanding faculty, staff, and students. Minorities and women are strongly encouraged to apply.</p>
Job Summary and Application Process	
Special Working Conditions	

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