



Terra is pleased to announce the following open position:

All positions contingent on funding

POSITION

Position Title	Work Experience Advisor (JLD)
Reports to	Coordinator of Career Services
Department	Career Services
Is this position a supervisory position?	No
Office Location	

SCOPE

Summary of Posting

Contact businesses to identify/develop off campus paid job opportunities (for students) related to Terra's curricula that promote students' career path. These may include: co-op/internship, part-time, seasonal, and FWS employment. Integral to the effort is an educational component to raise employer awareness about the value of hiring work-based learning students. Publicize job vacancies, recruit students.

Job Responsibilities

Research, contact and develop relationships with businesses and organizations in the College service area to encourage the employment of Terra students, alumni and co-op/internship students for paid positions. Work with College personnel regarding employer contacts.

Maintain database of businesses and organizations contacted, track positions developed, student hired, monthly estimate of student salaries and provide monthly summary report to Supervisor.

Locate and develop job opportunities to keep Career Services CAREERlink (online job board), Experience Based Learning Programs, job fairs and On-Campus Interviewing Program supplied with large numbers of job opportunities.

Develop, implement and maintain student employment marketing plan. Assist with and utilize various methods of marketing including: networking; follow-up, personal, electronic and telecommunications; mailings; site visits, and other creative and effective methods.

Assist with promotional activities to students about employers, opportunities, and the work based learning (co-op/internship/FWS) programs. Assist with the development and presentation of employment related workshops and materials for student employees.

Advise students on career information, career development options, and job seeking strategies as directed.

Assist with career/job fairs, on-campus interviews and other recruiting efforts.

Coordinate all activities with Supervisor.

REQUIRED QUALIFICATIONS

What minimum level of education is needed to satisfactorily perform the job at entry level?

Bachelor's degree in business, college student personnel, communications, human relations or a related field required.

What minimum types of experience are needed to enter the job at entry level? Also, what is the minimum time required for each type of experience?

What field(s) should the training or degree be related to?

Are any state, federal, or professional licenses, certifications, or certificates required to enter the job? If so, please list.

Items preferred, but not required (if applicable)

Master's degree strongly preferred.

Demonstrated experience in customer service strongly preferred.

Knowledge

Proficient in word-processing and presentation software, internet, and e-mail.

Skills

Effective verbal, written, and listening communication skills.

Effective problem solving skills.

Abilities

Demonstrated ability to multitask and manage in a dynamic, changing environment desired. Demonstrated ability to effectively communicate one-on-one, in small groups, and in classroom situations.

Demonstrated ability to work with a diverse group of students.

Demonstrated ability to advise student groups.

Demonstrated ability to work as a team player, and collaborate with colleagues.

Other Characteristic
(Personality, Attitude, Social Presence, etc.)

COMPENSATION INFORMATION

Job Classification	Professional Staff
Job Type	Part-Time
Category	Non-Exempt (hourly)
Recruitment Type	External Posting open to general public
Union Position	No
Grade (if union position)	
Work Schedule	Mostly days, some evenings and weekends may be required
Hiring Range (Min - First Quartile)	Range begins at \$12.88

ADDITIONAL POSTING INFORMATION

Job Open Date	Immediate
For Full Consideration Apply By	19-Aug-09
Application Review Date	20-Aug-09
Job Close Date	Open until filled
Required Application Materials	Cover letter; resume; official Terra application; Names and addresses of four references, one of whom must have been your supervisor.
Other Special Instructions	Please express your interest in this position by submitting your materials to: Terra Community College HR/Employment Opportunities 2830 Napoleon Road Fremont, OH 43420 OR hr@terra.edu

Terra Community College is an Affirmative Action/Equal Opportunity Employer

Administrative
Professional Staff
Support Staff
Faculty
Non-Credit Instructor
Student Worker

Full-Time
Part-Time

Exempt (salaried)
Non-Exempt (hourly)

Internal Posting for current employees only
External Posting open to general public
Internal - Current Staff Union Employees Only

Yes
No

Yes
No
No - one year lectureship position