

Spec. Code: 2771  
Occ. Area: 02  
Work Area: 078  
Prob. Period 6 mo.  
Prom. Line: none  
Effective Date: 04/01/08  
Last Action: Rev.

## **GRADUATE PLACEMENT OFFICER**

### Function of Job

Under administrative direction, implements a program for the placement of graduating students.

### Characteristic Duties and Responsibilities

1. interviews graduating students to determine employment interests, availability dates, or other information
2. answers questions about employment policies and requirements
3. explains placement office procedures to faculty, students, and staff
4. corresponds with employing companies and institutions about the availability of graduates and their placement
5. is responsible for grants and company donations
6. consults with vocational counselors, academic advisors, and those faculty members needing assistance in designing self-development courses on career planning and placement process
7. represents the university at professional and career-planning conferences
8. develops career decision-making seminars; participates in career awareness groups; and supervises career days and seminars
9. supervises scheduling, monitoring, and maintenance of placement activities
10. reviews progress of assigned graduate practicum students
11. supervises assigned personnel
12. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Four years of placement experience that included the consulting and placing of college or university graduates into different job categories

or

A Bachelor's Degree or 120 semester hours and one year of placement experience that included the consulting and placing of college or university graduates into different job categories

## PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of interviewing practices and procedures
2. supervisory ability
3. ability to plan and coordinate a program involving students, faculty, and representatives of employing companies or institutions
4. ability to deal with others