# FACULTY AND STUDENT SERVICES JOB FUNCTION

## Career Services Family

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| 55N   | Career Services Supervisor I | Bachelor’s degree 2+ years applicable experience | • Provides assistance in support of overall career services  
• Maintains database of employer contacts and profiles  
• Coordinates logistics for on-campus recruiting  
• Arranges campus visits and annual career fairs  
• Prepares publicity materials and bulletins  
• Schedules student interviews and appointments  
• Advises students in the on-campus recruiting process  
• Assists in the preparation of annual report on recruiting activities  

*Must have bona fide supervisory duties excluding this position from the HUCTW bargaining unit; otherwise, this position is an HUCTW – Coordinator, grade 55*

| IMPACT | Some impact on operations, resources, or University’s reputation  
| SCOPE  | Provides support and general information to managers, recruiters and students in school  

**RECEIVED**  
*Under General Direction:* Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.

**GIVEN**  
*Supervises:*  
Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.

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**NOTE:**  
1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed  
2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.  
3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion