VACANCY ANNOUNCEMENT

Career Services Coordinator

POSITION:
Adams State University invites applications for a Career Services Coordinator working in the Counseling & Career Services Department. The position is funded through a five-year Title V grant administered by the US Department of Education.

STARTING DATE:
December 17, 2012.

POSITION DESCRIPTION:
The Career Services Coordinator manages the day-to-day activities of the Career Center. S/he provides career services to students, coordinates marketing of the Career Center across campus, and is responsible for training and working with assigned graduate assistants on provision of career services.

QUALIFICATIONS:
Master’s degree in education, social sciences, humanities or related area is required. MA in Counseling preferred. Experience providing career services to college/university students required.

SALARY:
$35,000 per year depending upon experience. Adams State University offers a competitive benefits package.

FURTHER INFORMATION:
Located in Alamosa, Adams State University is a state-supported, primarily undergraduate institution in the San Luis Valley, a rural and agricultural area of South-Central Colorado, approximately 3.5 hours from both Denver and Albuquerque. The university is designated as a Hispanic Service Institution and as a regional education provider. Additional information about the university and the department may be found at www.adams.edu and career.adams.edu. Information about the community and surrounding area can be found at www.alamosa.org.

APPLICATIONS:
Applicants should send a letter of application including a description of relevant college/university career services experiences, a current résumé, a list of three professional references, and two current letters of recommendation which address the applicant’s most recent professional experiences. Electronic applications are permitted.

Send all materials to:

Mr. Gregg Elliott
Director, Department of Counseling & Career Services
Adams State University
208 Edgemont Blvd.
Alamosa, CO 81101
Review of applications will commence immediately and all applications received by November 9, 2012 will be reviewed.

Adams State University and the Counseling & Career Services Department is dedicated to providing a safe and secure environment for our faculty, staff, students, visitors, and clients. To assist in achieving that goal, prior to employment, we conduct background checks on persons offered positions as described in the background check policy.

An Affirmative Action/Equal Opportunity Employer

Adams State University is an Equal Opportunity/Affirmative Action employer. Applications are sought from all qualified persons regardless of race, color, sex, disability and, as covered by law, veteran status. In addition, university policies prohibit discrimination on the basis of religion, national origin, ancestry, age, sexual orientation, marital status, and parental status.

In compliance with the Immigration Control Act of 1986, candidates for positions must provide proof of eligibility to work before an offer of employment can be made final.