# Recruitment Coordinator

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MOREHOUSE COLLEGE

**Position Number:** E00250

**Location**

Morehouse College - Atlanta, GA

**Position Summary**

The Recruitment Coordinator is responsible for supporting students, alumni, and/or other stakeholders with career guidance, programs, and resources across multiple academic disciplines; Collaborates with students, employers, faculty, and staff to facilitate career exploration, professional skill-building, and successful career transitions; Engages employers to match individuals with career opportunities. Collaborate with students, alumni, and other

constituents to support career exploration, professional skill development, and career transitions.

**Required Qualifications**

**Preferred Knowledge and proficiency in:**

- Excel, PowerPoint, Microsoft Office Suite
- **Graphic Design Tools:** Canva, Adobe Photoshop
- **Recruiting Applications**: Handshake, Quinncia, AI Tools

**Preferred Qualifications**

Previous experience in an academic institution.

**Preferred Education/Experience**

Bachelor's degree required, master's degree preferred.

**Required Knowledge, Skills, and Abilities**

- Provide career coaching and/or counseling, meeting with individuals to assess their career goals, skills, interests, and qualifications to develop personalized career plans.
- Meet with and support students in exploring graduate school options, career pathways, and employment opportunities.
- Guide resume writing, interview preparation, job searching strategies, and other career-related skills
- Help plan, coordinate, and lead workshops and programs that address career exploration, resume writing, job searching, professional networking, and interviewing skills.
- Collaborate in the development and delivery of career readiness education, outreach, and programs.
- Assist in planning career fairs, networking events, and other employer connection opportunities.
- Maintain documentation that tracks student progress, assessment results, engagement, and goals.
- Identify, qualify, and evaluate career experiences, including internships and job opportunities, to ensure high-quality experiences and alignment with program goals.
- Develop and maintain effective communication strategies to connect with students and alumni, encouraging their engagement with Career Services.
- Collect and analyze data to evaluate program effectiveness, outcomes, and trends in employer engagement.
- May work closely with academic departments, faculty, and other University offices to integrate career development into the student experience.

**Essential Duties/Responsibilities**

**Career Planning**
* Assisting with career exploration, goal setting, and academic and career choices

**Career Preparation**
* Helping with resume and cover letter development, mock interviews, and other career preparation activities

**Employment Opportunities**
* Helping students identify and secure internships and jobs, and connecting them with employers

**Career Development Programs**
* Developing and delivering workshops, presentations, and other programs on career-related topics

**Data Collection and Analysis**
* Gathering data from surveys, self-reports, and other sources to identify trends and needs

**Communication**
* Working with students, faculty, employers, and other stakeholders to develop communication strategies and build relationships

**Program evaluation**
* Tracking student progress and evaluating the effectiveness of programs and outcomes

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**Program evaluation**
* Tracking student progress and evaluating the effectiveness of programs and outcomes
**Posting Number:** S1296P

**EEO Statement Summary**

Morehouse College is an equal opportunity employer. No employee or applicant will be discriminated against in any condition of employment because of race, color, national origin, sex, religion, age, disability, veteran status, or any other status protected by law.
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