CLASSIFICATION SUMMARY
THE GEORGE WASHINGTON UNIVERSITY

Title: Coordinator, SEEE Student Experiences

FLSA: Exempt
Code: 10UB
Grade: 19

BASIC FUNCTION AND RESPONSIBILITIES

To coordinate and assist with the development and presentation of a comprehensive student employment and experiential education program which includes part-time, intern and cooperative education opportunities that enhance student learning and development through innovative training, reflection and educational activities.

ENTRY LEVEL QUALIFICATIONS

A Bachelor's degree in Higher Education, College Student Development, Career Services/Cooperative Education, Personnel/Human Resources (or a related academic field) or an equivalent combination of education, training and experience is necessary. Master's degree is preferred.

A minimum of three years full-time, professional experience in career services, student employment, experiential education, cooperative education, human resources, higher education, or related field is necessary.

The ability to work independently and/or as a team member to accomplish goals is necessary.

A demonstrated success in managing student and/or employer programs is necessary.

Excellent communication and interpersonal skills are necessary, to include presentations, the writing of publications and reports, and building collaborative partnerships.

Proficiency with personal computers, to include Microsoft Office and online listing systems is highly desirable.

Experience with employer and customer relations, project management and event planning is desired.

The George Washington University is an Equal Opportunity/Affirmative Action Employer.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.