JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Career Services Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Career Services</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Career Services Director</td>
</tr>
<tr>
<td>Supervises:</td>
<td>N/A</td>
</tr>
<tr>
<td>Classification:</td>
<td>Salaried</td>
</tr>
<tr>
<td>Status:</td>
<td>Exempt</td>
</tr>
</tbody>
</table>

PLEASE NOTE: Management reserves the right to change or otherwise modify the functions of this job in order to meet the needs of the company. Additional duties may also be assigned. Consideration will be given to make reasonable accommodations for individuals with disabilities.

POSITION OVERVIEW: Ensure that graduates have employment interviews, and that a percentage of graduates acquire employment in their field of study. Visit in-town and out-of-town employers and encourage them to visit Western Technical College, and recruit graduates.

ESSENTIAL FUNCTIONS:
1. Ensure that graduates have employment interviews and that a high percentage of graduates acquire employment in their fields of study.
2. Frequent use of telephone calls to graduates and employers is required.
3. 25 hours out of the office on a weekly basis to recruit new employers locally and out of town (out of town travel will occur at a minimum of 7 times per year). May increase on the demand and need.
4. Maintain all graduate career services records.
5. Ensure that required reports are completed accurately and timely, and presented to the requesting director and/or supervisor.
6. Schedule mock-interviews with employers in a timely manner.
7. Ensure all students receive a minimum of two (2) mock-interviews as a requirement to graduate.
8. Participate and assist in all formal graduations.
9. Assist in submitting articles to Newsletter coordinator for WTC’s newsletter on a monthly basis.
10. Ensure that all graduate and employer surveys are sent out in a timely manner.
11. Ensure that a majority of graduate and employer surveys sent out in any given month are responded to and returned to WTC.
12. Ensure that graduates and employers are scheduled for commercial spots when deemed necessary.
13. Initiate and arrange all Program Advisory Committee (PAC) board meetings for each program that the CSR is responsible for. Ensure it is carried out completely and correctly. A Minimum of two per year is required.
14. Must meet or exceed to the company’s attendance and punctuality standards.
15. Must be available in the evening to work a minimum of one evening per week and which may vary week to week.
16. Arrange tours/field trips for classes when requested.
17. Attend tours/field trips when possible.
18. Conduct community surveys to gather labor market information, such as prevailing wages, hours, training and employment possibilities.
19. Perform other work related duties as assigned by the Career Services Director.
20. Must be able to work flexible hours.
21. Must have a valid driver’s license.
22. Must have and provide proof of the minimum legal insurance coverage on your personal vehicle.

Job Description-Career Services Representative
Rev. 08/2011
23. Must be able to travel both locally and out of town, therefore must have dependable transportation.

**PLEASE NOTE:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed hereafter are representative of the knowledge, skills and or abilities required to do this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**
1. A minimum of five years of experience in the customer service field.
2. Two years of experience in sales, employment or related field.
3. Associate Degree or a combination of education and work experience.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**
1. Ability to read, write, speak, and understand English fluently.
2. Ability to communicate with Spanish speaking relatives of graduates in order to convey job leads.
3. Strong written, oral and listening skills.
4. Strong analytical, problem solving, organizational and interpersonal skills.
5. Must be customer service oriented.
6. Must be consistent in work performance and meeting deadlines.
7. Creativity and initiative.
8. Ability to operate a computer, copy machine, facsimile, scanner, phone system and calculator.
9. Must possess excellent telephone etiquette.

**PHYSICAL REQUIREMENTS:**
1. Hearing.
2. Must be able to lift a minimum of 25lbs.

This above Job Description is not intended to be an all-encompassing list of responsibilities, skills, efforts, or working conditions associated with this position. It is intended to be a guideline reflecting the principle activities.

I do hereby certify that I have read and do understand the above job description. I also understand and agree that Western Technical College has the right to change or otherwise modify this job description at any time.

_________________________________________  __________________________
Signature/Print Name                                           Date