

Career Development Coordinator

Job purpose

The Career Development Coordinator is responsible for teaching our members to brand themselves to become professionals in the workplace. They will be the account manager for CPP PIHRA's LinkedIn page where they will create content Biweekly and support members through endorsements, recommendations, and job opportunities. During the year they will plan and execute a Handshake and LinkedIn workshop as well as be the host in any professional panel events.

Duties and responsibilities

The Career Development Coordinator will be working with the Cal Poly PIHRA Executive Board, Club Advisor, and its affiliated organizations to ensure the goals of the current year are accomplished. The Career Development Coordinator will be responsible for:

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- Work together with the Career Center and University to provide awareness of all resources available to members.
- Manage PIHRA's LinkedIn account through Biweekly posts on Career Tips and potential Job Opportunities
- Work closely with the Executive Board to announce any internship and job opportunities for members.
- Draft LinkedIn recommendations and give endorsements to outstanding PIHRA members
- Be the host for PIHRA's professional panel events such as EWI
- Facilitate workshops that show members how to utilize resources like Handshake and LinkedIn once per semester

CPP PIHRA

- Participate in General Meetings and Executive Board Meetings.
- Participate in all CPP PIHRA's socials and fundraising events.
- Assist with SHRM Merit Award.
- Assist with Evening with Industry.

Qualifications

Applicants must meet the following minimum qualifications in order to be considered for this position:

Education

- Enrollment at Cal Poly Pomona as a part-time or full-time student with sophomore, junior or senior status.
- Enrolled in at least 9 units per semester, excluding summer.
- A minimum 2.5 overall grade point average and good academic standing.
- A major or minor geared towards Management and Human Resources field.
- Must be an active member with Cal Poly Pomona PIHRA, PIHRA and SHRM.

Skills and Abilities

- Works well with a team and be able to use critical thinking to solve arising issues.
- Excellent verbal and written communication skills.
- Ability to take self-initiative, be a leader and demonstrate best HR practices.



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- Ability to multi-task and be extremely well-organized.
- Strong computer skills with knowledge of Gmail, Google Docs, Google Slides, and Google Drive.

Schedule

- Must attend General Meetings on Tuesdays from 12:00 p.m. to 12:50 p.m.
- Must attend Executive Board Meetings on Thursdays from 12:00 p.m. to 12:50 p.m.
- Must attend the majority of PIHRA events.

Experience

- Must have completed MHR 301 and MHR 311.

Approved by:	
Date approved:	
Reviewed:	