College of Business

DIRECTOR OF STUDENT SERVICES AND PLACEMENT

Job Responsibilities

July 2012

- Advise Developmental Students
- Advise Students on Probation
- Act on readmission decisions of suspended students
- Meet with Prospective Students
- Travel to College Fairs in Louisiana, Texas, and Arkansas
- Host Time Out for Tech & Legacy Day
- Facilitate New Student Orientation
- Advise College Ambassadors
- Teach University Seminar (UNIV 100)
- Advise Business Student Association
  - Tailgates, Christmas Reception, and Crawfish Boil
- Coordinate Placement activities and initiatives of College
  - Teach BUSN 420 Career Preparation Seminar (in ’13-’14 and beyond as time allows)
  - Conduct seminars on resume writing and interviewing
  - Work with the Career Center to cultivate business recruiting
  - Develop and coordinate dining etiquette and professional dress programs
  - Assist the Career Center with job fairs
  - Maintain placement data for the College
  - Assist with College’s Internship/Summer Employment program