

**Student Services Coordinator
University of North Texas**

Direct Link: <https://www.AcademicKeys.com/r?job=146724>

Downloaded On: Mar. 3, 2021 1:06am

Posted Sep. 23, 2020, expired Feb. 5, 2021

Job Title	Student Services Coordinator
Department	UNT-Career & Leadership-Gen-161500
Institution	University of North Texas Denton, Texas
Date Posted	Sep. 23, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Student Services
Apply Online Here	http://jobs.untsystem.edu/postings/39700

Apply By Email

Job Description

Position Overview

High School Career Connect is seeking a talented and motivated team member to manage and streamline the program's data collection, analysis, and dissemination practices.

Minimum Qualifications

Master's Degree in related field and two years of student services, student affairs, counseling, advising, or related experience; or any equivalent combination of education, training and experience.

Knowledge, Skills and Abilities

- Excellent public speaking skills with experience in conducting training workshops.
- Ability to provide leadership and mentoring to student populations.
- Experience in networking across departments and programs.
- Demonstrated commitment to diversity.
- Strong organizational skills and ability to simultaneously execute multiple projects.

**Student Services Coordinator
University of North Texas**

Direct Link: <https://www.AcademicKeys.com/r?job=146724>

Downloaded On: Mar. 3, 2021 1:06am

Posted Sep. 23, 2020, expired Feb. 5, 2021

- Excellent verbal and written communication, and computer skills.
- Some experience in customer service is preferred.

Preferred Qualifications

This position requires oral communication, excellent writing, and computer skills. The candidate must have the ability to work with a diverse group of faculty, staff, students, and community members. The candidate must have the ability to lead and manage work loads of student workers, work autonomously with limited supervision and the ability to work successfully within a team as required.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

,