



State University of New York  
ERIE COMMUNITY COLLEGE

---

## Announcement of Professional Vacancy

610-01-09-2008- INTERNAL POSTING

September 5, 2008

### COORDINATOR OF PLACEMENT (AAECC)

#### CAREER PLANNING AND PLACEMENT

FULL-TIME/PERMANENT    JOB GROUP XII    SALARY \$ 49,340

**DESCRIPTION:** The work involves coordinating the administration of career planning and placement of students on a campus of a Community College. The incumbent is responsible for adherence to Federal and State regulations regarding career planning and placement. Supervision is exercised over professional and clerical staff. Does related work as required.

**REQUIREMENTS:** Thorough knowledge of career planning and placement methods and procedures at the college level; good knowledge of educational procedures and practices at the college level; ability to develop and supervise student services activities, including career planning and placement functions; ability to coordinate and direct the work of others; ability to prepare statistical material effectively; good organizational ability; sound professional judgment; courtesy; tact; physically capable of performing the essential functions of the position with or without reasonable accommodation.

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited or registered college or university with a Bachelor's degree and three (3) years experience in responsible educational administration, including two (2) years of experience in career planning and placement administration at the collegiate level.

---

Send cover letter referencing Job#610-01, ECC Application, resume, unofficial transcripts by: September 14, 2008  
(Official transcripts required prior to employment)

Director of Human Resources

716-851-1840

Mail to: HUMAN RESOURCES  
ERIE COMMUNITY COLLEGE  
4041 SOUTHWESTERN BOULEVARD  
ORCHARD PARK, NY 14127-2199

For immediate access to ECC Application go to: [www.ecc.edu](http://www.ecc.edu), Go to Jobs at ECC, Click on Job Postings, Click application

Erie Community College is an Equal Opportunity Employer. Women, members of minority groups, persons with disabilities, and Veterans are encouraged to apply.