

Joe Jobscan, CDP
Seattle, WA 98101

EDUCATION

Master of Science, Student Affairs and Higher Education
University of Illinois, Champaign, IL

Sep 2008-May 2010

Bachelor of Science, Accounting & Legal Studies
Butler University, Indianapolis, IN

Sep 2004-May 2008

PROFESSIONAL EXPERIENCE

Career Services Executive Director

November 2017-Present

Indiana State University, Career Center

Terre Haute, IN

- Serves as the chief administrator for the Career Center in providing activities, services, and programs that aid individuals in their career development and job search.
- Provides leadership, vision, and strategic planning guidance to the staff of the Career Center.
- Oversees, delegates, manages and assigns all programs and services offered by the Career Center.
- Coordinates the allocation of all fiscal, staffing, facilities, and technology resources in support of Career Center activities.
- Collaborates with academic and administrative offices and departments across the entire campus community.
- Serves as the primary spokesperson and advocate for Career Center services and programs.
- Attends various committee and working group meetings, representing the Career Center and, in some cases, the Academic Affairs Division.
- Consults with employers, parents, K-12 schools, and other community and external organizations, ensuring the validity and applicability of Career Center programs and services to all affected off-campus constituencies.
- Oversees the marketing, public relations, and fund raising activities for the Career Center.
- Ensures meaningful assessment of Career Center programs and services.
- Takes appropriate corrective or improvement actions based on assessment results.

Owner

August 2016-Present

Recruiting by JJ, Seattle, WA

- Oversee human resource activities for companies, including posting opportunities, managing applications and processing documents.
- Address customer comments, concerns, complaints and praises.
- Arrange fundraising opportunities for non-profit organizations.
- Developed an internship program to provide marketing experience.

Student Employment and Internships Director

June 2017-November 2017

Butler University, Career Center, Indianapolis, IN

- Provided overall leadership for Student Employment Programs, including all on campus and off campus organizations/department partnerships through the Federal Work Study Program, State Works, etc.
- Oversaw human resource activities related to student employment, including posting opportunities, managing applications and processing documents.
- Managed the Internship Scholarship Programs, internship reporting and employer internship agreements.
- Oversaw, delegated, managed and assigned all programs and services offered by Student Employment Programs.
- Directed the allocation of all fiscal, staffing, facilities, and technology resources in support of Student Employment Programs.

- Directed and led University-wide internship activities.
- Managed the Internship Scholarship Program, internship reporting and all employer internship agreements. Provide internship data for various university strategic efforts.
- Provided campus-wide leadership for student employment programs and internships.
- Directed related strategic initiatives.

- Worked collaboratively with campus and external partners to advance student employment programs and internships.
- Directed Federal Work Study Community Service program, including establishment and maintenance of relationships with non-profit host sites.
- Monitored percentage of participation in community service by Federal Work Study students as defined by the Federal Government.
- Collaborated with the Executive Director of Career Services to incorporate Career Readiness into Student Employment Programs to foster connections between employment experiences to career obtainment following graduation.

Associate Director

September 2011-June 2017

Butler University, Career Center, Indianapolis, IN

- Provided direct supervision to Career Center team including two full time staff members, four undergraduate student assistants, and two graduate student assistants.
- Oversaw four internship Scholarship Programs and Internship Operations, including the Internship Board.
- Oversaw Student Employment Programs for on campus departments and not-for-profit organizations serving over 2,400 students.
- Served as the primary liaison between the Career Center and the Bayh College of Education.
- Counseled, educated, and advised students, alumni, and community members through individual appointments regarding but not limited to, choosing a major, choosing a career, writing a resume and cover letter, and practice interviews.
- Developed employer relationships with Indiana Charter Schools and Districts.
- Created, distributed, and analyzed assessments evaluating programs' effectiveness.
- Assisted employers in their recruiting efforts and promoting their employment opportunities to Indiana State University students and alumni.
- Provided coaching, guidance, and mentoring to students in regards to their career development through various programs such as the Career Opportunity Fair, Teacher Recruitment Fair, Networking and Etiquette Workshops, etc.
- Oversaw the Student Employment Job Fair and the Student Assistant Recognition Ceremony.
- Served on the Affordable Care Act community to ensure compliance with federal regulations.
- Supervised Career Center operations in the absence of the Executive Director.
- Met and exceeded Federal Work Study allocation spending in off campus agencies, maintaining a 33% spending of the University's allocation.
- Developed online Student Assistant Orientation, completed by all students working for the University.
- Implemented People Admin 7.0 for student employment departments to assist in hiring.
- Developed Supervisor Training for on campus departments and not-for-profit organizations to keep everyone updated on new campus policies and procedures concerning student employment.
- Developed the Workplace Professional Skills Certificate program designed to train students in professional skills that will benefit them in their student employment position as well in their internships and future professional employment.
- Assisted in the development of the Advanced Networking and Etiquette workshop.
- Promoted from Assistant Director to Associate Director.

Assistant Director/Advisor

July 2010-September 2011

Indiana University at Indianapolis, Indianapolis, IN

- Provided academic advising, including assistance with the development of an educational plan, to new and undecided students.
- Managed student academic advising load to promote retention utilizing follow-up sessions, workshops, etc.
- Utilized a communication plan to promote retention, follow-up sessions, workshops and to assist in developing professional relationship with advisees.
- Assisted with new student orientation.
- Maintained advising records computerized system and track student progress.

- Assisted with development of and conduct assessment for student progress/success, communication plans, workshops and programs offered by the Student Success Center.
- Maintained and develop professional relationships with faculty and staff in relation to advising.
- Maintained current knowledge of academic advising, student tracking, and retention practices.
- Served as a hearing officer for student conduct and complaints.
- Served on the Chancellor's Search Committee.
- Created R.E.F.R.E.S.H. Your Success to help retain students experiencing academic difficulty.