**Career Services Coordinator**

About University of South Carolina

From the Upstate to the Lowcountry, the University of South Carolina system is transforming the lives of South Carolinians through the impact of our eight institutions and 20 locations throughout the state. More than 50,000 students are enrolled at one of eight institutions, including the research campus in Columbia and comprehensive four-year universities in Aiken, Upstate and Beaufort. In addition, our Palmetto College campuses in Salkehatchie, Union, Lancaster and Sumter enable students to earn associate or bachelor’s degrees through a combination of in-person, online or blended learning. All of our system institutions place strong emphasis on service — helping to build healthier, more educated communities in South Carolina and beyond.

 Advertised Job Summary

Honors College staff members should possess a wide-ranging intellectual curiosity and a commitment to working with high-achieving students. As Career Services Coordinator, the incumbent will serve as instructor of record for SCHC internship courses and coordinate the promotion, implementation and evaluation of the program. They will be responsible for reviewing SCHC internship contracts, meeting with and preparing students for their internship experiences, and managing administrative operational functions of the internship program, including course enrollment and instruction through Blackboard. The incumbent will also develop and execute innovative and engaging career and professional development for SCHC students, including workshops and presentations pertaining to post-undergraduate opportunities. The incumbent will develop and manage alumni connections initiatives, connecting SCHC students to SCHC alumni, working alongside the SCHS development team and Career Services Director.

The Quick link for the posting is <https://uscjobs.sc.edu/postings/192384> and the job posting closes at midnight on August 24, 2025.