

***Paid internship NOW with the potential to be hired full-time after graduation!***

# Apply Now!

## Paid Part-Time Position

# Landrum is Hiring



## Administrative Coordinator

20-25 hours per week

Join Landrum - a people-first organization with over 50 years of experience helping businesses grow through HR, talent, and workforce solutions.

This is more than an administrative role. It is a hands-on opportunity to gain real-world experience supporting leadership, human resources, and business operations.

Build your skills. Grow your confidence. Stand out after graduation.

Apply using the QR Code or [uwf.edu/WorkforceDevelopment](http://uwf.edu/WorkforceDevelopment)



**Landrum**



The UWF Talent Catalyst program combines work experience, classes, mentoring, and essential professional soft skills development.

**Email: [workforcedevelopment@uwf.edu](mailto:workforcedevelopment@uwf.edu)**



**UWF Talent Catalyst**

UNIVERSITY of WEST FLORIDA

*Amplified by Landrum*



## Administrative Coordinator Job Description

### WHAT YOU'LL DO

- Support leadership teams and corporate HR across multiple divisions
- Coordinate meetings, schedules, and day-to-day office operations
- Assist with trainings, events, and logistics
- Manage incoming/outgoing mail and shipments
- Maintain office supplies and assist with purchasing
- Perform data entry, filing, and document organization
- Support HR projects and assist with recruiting and candidate sourcing
- Help coordinate corporate gifting and relationship-building initiatives

### WHAT YOU'LL GAIN

- Hands-on experience across HR, recruiting, and business operations
- Exposure to executive leadership and decision-making
- Strong skills in communication, organization, and problem-solving
- Experience supporting brand-building and client relationships
- Mentorship from experienced professionals
- Insight into how technology and AI are shaping the future of work

### IDEAL CANDIDATE

You are someone who:

- Takes initiative and stays organized in a fast-paced environment
- Is dependable, detail-oriented, and follows through
- Communicates professionally with peers and leadership
- Is eager to learn how businesses operate behind the scenes
- Enjoys supporting a team and contributing to shared goals
- Is curious about HR, recruiting, or business operations

### QUALIFICATIONS

- Current full-time UWF student, with HR, Business or related major
- Strong verbal and written communication skills
- Proficient in Microsoft Office Suite or similar tools
- Strong organizational skills and attention to detail
- Valid driver's license and reliable transportation
- Professional presence (in-office role)

### ABOUT LANDRUM

Mission: Working together to enrich lives

Vision: Making the business of people easier

Core Values: Learn | Share | Grow

*Landrum is a people-first organization with over 50 years of experience helping businesses grow through strategic HR, talent, and workforce support. Our solutions are designed to amplify the power of people, helping organizations become more agile, competitive, and successful.*