



<b>Job Title</b>	Assistant Director, Career Services	<b>Job Code</b>	SD0215
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	17
<b>Union</b>	Non-Union	<b>Union Code</b>	0
<b>Job Family</b>	Student Development & Enrollment Services	<b>Subfamily</b>	Career Development/ Placement

**Job Family & Subfamily Summary**

**Student Development & Enrollment Services Professionals** develop, implement, facilitate, and evaluate various programs focused on assisting students in successfully integrating into the University environment.

**Career Development/Placement Professionals** focus on students' career development by working with students, alumni, and/or potential employers. Provide counseling to students, develops programs and activities to assist students with career development.

**Job Summary**

Responsible for overall direction and management of career counseling and assessment, career education, and targeted programming for this student population. Manages employer relationships and provides recruiting strategy advice to campus recruiters. Connects employers to the college and collaborates with students and faculty. Responsible for marketing Career Services to students.

**Representative Duties**

1.

- Assists in the management, coordination and control of career development activities to include individual and group career advising, career related classroom instruction (formal & informal), specialized outreach programming, graduate student orientations, networking receptions, career panels, and career workshops
- Establishes new and enhances current employer relationships
- Designs and implements marketing strategies
- Promotes the Career Services programs and services to employers with emphasis on job development, on-campus interviews and information sessions and participation in job fairs
- Works collaboratively and meets frequently with key faculty, staff, alumni, students and employers to exchange ideas, assess and market programs and to provide data on recruiting services and student employment
- Conducts outreach presentations in classrooms and to student organizations
- Oversees implementation of policies and procedures regarding the planning and organizing of Career Services events
- Supports overall Career Services effort through individual student advisement, outreach presentations, and helping to implement successful career fairs and events
- Interprets administrative polices, laws, and regulations and ensures Career Services is in compliance with state and federal tax mandates
- Assists with publicity, employer and volunteer recruitment, space reservations, parking and logistics, catering, and other duties as needed
- Conducts on-going assessment and provide feedback as to the effectiveness of such events

<b>Education, Experience, Skill Requirements</b>		
	<b>Required</b>	<b>Preferred</b>
<b>Education Level</b>	Bachelor's	Master's
<b>Certification(s)</b>		
<b>Licensure(s)</b>		
<b>Work Experience</b>		
4+ years of relevant work experience 1+ years of leadership experience OR 2+ years of relevant work experience with a Master's Degree 1+ years of leadership experience		
<b>Additional Requirements</b>		

<b>Physical/Environmental Demands</b>
Standard office environment with no unique physical demands

---

**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**