



Job Title	Associate Director, Career Services	Job Code	SD0217
Pay Plan	A&P	Pay Grade	19
Union	Non-Union	Union Code	0
Job Family	Student Development & Enrollment Services	Subfamily	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 the overall leadership of staff who provide services and programs to assist students with career counseling, career education and employment readiness skills. Serves on the Career Services management team to assist with the development of office policies and procedures as well as represent Career Services within SDES and the University community.

Representative Duties

1.
 - Provides leadership and expertise for developing and implementing career-related programs and delivery systems designed to enhance career development and job readiness competencies for UCF
 - Promotes Career Services among all segments of the University community to include students, administrators, faculty, employers and community partners. Emphasizes career planning and career readiness as a component of student success with first year retention and high-risk student populations
 - Consults with constituents on best practices, strategies, and resources to effectively promote career planning and career readiness
 - Produces customized instructional materials and utilized targeted technology systems to deliver services
 - Assists with the development and management of the Career Services budget as it pertains to career development and outreach activities
 - Contributes to data collection and analysis regarding institutional effectiveness and strategic planning
 - Represents Career Services on divisional and University wide committees, task forces and special projects

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

Physical/Environmental Demands
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.