

## POSITION DESCRIPTION

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**TITLE: Assistant Director of Career Development - (Exempt)**

### **Collective Bargaining - Ineligible - Managerial**

**Definition** - The Board approved definition of a managerial employee is an employee who is engaged predominantly in executive and management functions of the College or who is designated with the responsibility of directing the implementation of management policies and practices and who customarily and regularly exercises discretion and independent judgment in directing the implementation of management policies and practices.

**This is a management position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.**

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### **JOB SUMMARY:**

The Assistant Director of Career Development oversees the day-to-day operation of career center programming and assists the Director of Career Development in administering comprehensive career development services at the College through such tasks as individual and group advising, program development, outreach, employer/alumni relations, and resource management. Additionally, the Assistant Director supervises a program coordinator and oversees the Career Development Center in the absence of the Director. The Assistant Director reports directly to the Director of Career Development.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Responsible for following and applying the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.
- Provides supervision, direction, and feedback to support staff, including a full-time program coordinator and student assistants.
- Oversees the coordination of the credit internship program.
- Oversees the coordination of the annual Teacher Candidate Interview Day for students in the Master of Arts in Teaching (MAT) program.
- Oversees the maintenance of print and internet resources and online tools and programs.
- Represents the Career Center during campus wide events including recruitment, new student and alumni events.
- Maintains partnerships with employers, organizations, and external programs, and monitors the quality of internship opportunities through site visits and information gathering.
- Develops and delivers career-planning workshops for targeted groups such as first-year, exploratory, and first-generation students.

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- Develops and provides individual/small group career advisement to students regarding all aspects of career development.
- Assists students in acquiring accurate self-knowledge and information about the world of work and in integrating this information into their career-planning and decision-making.
- Provides assistance to students regarding post graduate planning including: job search, grad/professional school and gap year.
- Reviews and provides feedback of student and alumni résumés, cover letters and personal statements.
- Promotes experiential education in the form of credit internships, volunteer and research opportunities.
- Answers questions from students, parents, faculty, staff, and community members regarding Career Center programs and services.
- Engages in professional development opportunities in order to expand upon current knowledge base.

**MINIMUM QUALIFICATIONS:**

- Education: Master's Degree in counseling, student affairs, higher education, human resources, or related field required.
- Experience: Three to five years' experience within a higher education, counseling, career advising, or human resources environment.
- Prior success supervising student and professional staff.
- Prior success developing and delivering presentations, workshops, and programs, and eagerness to innovate and actively engage liberal arts students in the career exploration and job search process.
- Ability to accurately assess students' career needs and suggest appropriate interventions and resources. Familiarity with career- and employment-related tools and resources including career guidance applications such as Focus and the Strong Interest Inventory.
- Capacity to supervise others effectively, including student and professional staff.
- Excellent communication skills.
- Proven attention to detail, organizational abilities, and capacity to multi-task effectively in a fast-paced dynamic environment.
- Proficiency with MS Office and digital and social media tools.
- Ability to work effectively with a diverse group of internal and external contacts.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.