

## POSITION DESCRIPTION

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**TITLE: Director of Professional Pathways - (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 Director of Professional Pathways is a member of the Center for Career & Professional Development (CCPD) leadership team. In collaboration with the Executive Director of Career Development, this position provides leadership and direction for all Professional Development courses, co-curricular programming, and initiatives related to the Honors College Promise as part of the Learning through experiential and Applied Discovery (LEAD) curriculum. The Director of Professional Pathways will develop an effective, inclusive, and innovative professional environment for students through the Professional Pathways curriculum. This position reports to the Executive 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.
- Responsible for fiscal planning and management for all professional pathways core courses, student staff, training, and teaching supplies.
- Hires, trains, evaluates, and supervises all professional pathways adjunct instructors and professional staff.
- Oversees the development and assessment of professional pathway learning outcomes, curriculum and instructional planning, applying best and emerging practices in the field.
- Conducts outreach and referrals for at risk students identified in professional pathways courses.
- Oversees the assessment of student learning outcomes, persistence to participation in the Honors College Promise and career outcomes. Develops opportunities to address inequities in career outcomes with early interventions within the professional pathways courses.

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- Oversees the development of new externship partnerships including final approval of new placement sites and curricular proposals.
- Supervises members of the Professional Pathways team within the CCPD, including the Coordinator for the First Year Professional Pathways, and the Career Pathways and Externship Coordinator positions.
- Teaching Responsibilities:
  - Teaches two one-credit Professional Pathways LEAD courses per academic semester (total of four one-credit LEAD courses per academic year).
  - CCPD staff will be prioritized to fill open Adjunct Instructor slots for the one-credit Professional Pathways LEAD courses each academic semester, before any other college staff, faculty, or external candidates are considered.
  - Serves as one of the primary substitutes if a LEAD Adjunct Instructor is sick or unavailable.
  - Serves as one of the primary replacements should a LEAD Adjunct Instructor leave mid-semester or later at no additional compensation.
  - Compensation includes \$1,100 per credit each academic semester, totaling \$4,400 per year for four credits.
- Provides strategic leadership to academic departments regarding the development and execution of upper division professional pathway courses. Partners with CITL, Assessment team, LEAD Curriculum Team to facilitate professional development integration into academic departments.
- Represents the Career Center during campus wide events including recruitment, new student and alumni events.

**MINIMUM QUALIFICATIONS:**

- Education: Bachelor's degree required; Master's degree in education, student affairs, or counseling preferred.
- Experience: Five to eight years' experience within education or career development. Three to five years' teaching experience.
- Prior success working with at risk and historically underserved students
- Prior success in course development and assessment.
- Excellent oral and written communication skills.
- Proven attention to detail, organizational abilities, and capacity to multi-task effectively in a fast-paced dynamic environment.
- Proficiency with Microsoft Office and digital and social media tools.
- Ability to utilize data to inform strategic decisions.
- Ability to work effectively with a diverse group of internal and external contacts.

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- 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.