

POSITION DESCRIPTION

TITLE: **Interim Director of the Center for Career and Professional 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.

JOB SUMMARY:

The Interim Director of the Center for Career and Professional Development (CCPD) reports to the Vice President for Student Affairs and provides strategic leadership for a comprehensive career development program spanning career advisement, job search skill acquisition, internship opportunities, employer engagement, recruiting activities, and more. The role requires active and innovative outreach to alumni, employers, and members of SMCM and external communities, and engagement of these constituents in the mission and work of the center. The interim director will deepen existing and create new relationships with internal stakeholders across campus to expand the impact of the office's efforts on behalf of students. This oversight will include, but not be limited to, professional skills development as part of the general education curriculum and a career services focus on areas such as employer relations, assisting students with internships and externships, and graduate placement into skill-based work. The interim director will serve an important external role as well by building creative and productive alliances with a wide range of external partners, including alumni, employers, foundations, and other organizations. Ultimately, the interim director will be charged with leading a staff of 8+ flexible, knowledgeable, and highly motivated career services professionals to develop and realize a shared vision for becoming the most nimble, innovative, and mission driven organization of its kind.

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.

Strategic Vision:

- Creates, collaborates, and executes a strategic vision for the role of career and professional development to include the development and implementation of long-term strategic plans, short-term operational plans and the determination of strategic priorities.

Position Description

Interim Director of the Center for Career and Professional Development

Page 2

Management and Collaboration:

- Provides leadership to the staff, motivating the team to reach beyond traditional responsibilities, processes and ways of thinking and collaborate to achieve departmental, divisional and College goals.
- Works in a collaborative, open, and transparent manner with other units within the College. Build community involvement at the campus level.
- Manages CCPD staff including administrative meetings, training, and professional development.
- Manages a team of career professionals, while encouraging an environment that develops creativity, innovation, and professional growth.
- Collaborates with Academic Affairs, to continuously assess the effectiveness of the professional skills development general education curriculum to ensure relevance, effectiveness, and equity.
- Collaborates with academic division chairs to assist with the effective integration of professional skills within every academic program.
- Collaborates with Institutional Advancement to identify corporate partnerships and development opportunities to support internship and employment initiatives and programs.

Student Services and Learning:

- Expands online resources for all career-related opportunities.
- Attends and participates in new student orientation activities.
- Develops and oversees experiential learning opportunities such as internships, prior learning assessments, and service learning.
- Expands on-and-off campus learning opportunities in the areas of internships and service learning.
- Tailors resources for high-achieving graduates to leverage educational experience to translate into employment matches.

Technology, Metrics and Assessment:

- Ensures effective use of technology in the development and delivery of services. Identifies, analyzes, and reports on key performance indicators to measure the efficiency of service delivery.
- Leverages technology to enhance networking and connections for employers, students, and alumni.
- Develops and implements effective assessment and program evaluation methods.
- Maintains accurate student placement data.
- Monitors employment trends affecting career opportunities and preparation of students.
- Continuously survey graduates and employers to ensure programs meet or exceed current job market and employer needs.
- Executes the collection and reporting of internship and first-destination outcomes and other data related to institutional effectiveness to constituents inside and outside the College.
- Collaborates with Alumni Affairs to ensure accurate and complete alumni database records; captures contact, biographical and career information from alumni surveys, projects.

Marketing and Outreach to Community, Employers, and Professional Associations:

- Collaborates with the Institutional Advancement integrated marketing team on the following: develops and implements marketing strategies to recruit and promote awareness of internship programs, prior learning assessments, and service learning among students, faculty, program directors and employers; develops and implements marketing strategies for career management events, programs and services to internal and external stakeholders, including print, social media and updates.
- Oversees and monitors the development of job opportunities from employers, the presentation of students' resumes, scheduling interviews, and follow-up with employers and students; all resulting in successful placement of students into internships, externships, and/or skills-based jobs.
- Develops employment profiles for matching students with exceptional opportunities.

Position Description

Interim Director of the Center for Career and Professional Development

Page 3

- Plans and organizes career/job fairs. Arranges on campus careers seminars and interviews between employers and students.
- Develops and maintains employer outreach programs to increase the number and quality of employers and job and internship opportunities for students across all departments.
- Grows and cultivates relationships with existing employer contacts, key campus stakeholders and new external corporate partners. Oversees and monitors the development and retention of relationships with employers for the purpose of externships/internships and job placement of graduates.
- Engages in professional associations and community activities to promote the objectives of the CCPD.

Budget, Revenue, Other:

- Manages and oversees departmental budget and generates revenue when there is opportunity.
- Other duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

- Education: Advanced degree in Business, Marketing or a related field or equivalent training, education, or experience.
- Experience: The ideal candidate should have between 7-10 years of relevant experience in career services, employment/job placement, business development, employer relations or other talent development roles with administrative, budget and personnel leadership responsibilities. Experience in a higher education setting is preferred.
- Demonstrates a proven record in leading and developing cohesive teams, managing performance and productivity, strategic planning, and contributing to organizational leadership.
- Demonstrates an entrepreneurial, creative, and innovative spirit; comfort with change, ambiguity, and a willingness to take risks in a fast-paced environment.
- The CCPD's strategic priorities include infusing principles of inclusive diversity with equity, within the department and in its service to the SMC community. Ideal candidates will also demonstrate dedication to encouraging those values.
- Must possess multicultural awareness and competence and have the ability to work in a diverse environment and serve constituents from a wide variety of backgrounds.
- Experience mentoring and leading a staff and ensuring a healthy and inclusive workplace climate for all.
- Knowledge of current best practices in career development and employer relations, including National Association of Colleges and Employers ("NACE") standards.
- Possesses a leadership style which appropriately balances diplomacy with transparency, vision with pragmatism, and the desire to serve students with an understanding of how to forge partnerships with a wide range of constituencies on their behalf.
- Strong organizational and effective communication abilities are essential.
- Experience defining Return on Investment (ROI) and concrete measurements of success for both internal and external constituencies.
- Demonstrated passion and experience in employment and career development, relationship development, program planning and execution, group facilitation and engagement, advising stakeholders.
- Strong knowledge of trends in internships, employment, the economy, effective interventions, technology, and industry networks.
- 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.