

## POSITION DESCRIPTION

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**TITLE: 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 Director of Career Development is responsible for the management of a comprehensive career development program and the supervision of staff that provides services to the students, graduates, and alumni. These services include career guidance counseling, help with job searches, assistance with employment applications, assessment tests, and resume writing advice. Additionally, the Director must tap into the surrounding community to network with local businesses to build relationships and remain cognizant of job opportunities as well as an understanding of the “ideal candidate” for these opportunities. This position reports directly to the Executive Director of the Center for Career and Professional 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.
- Develops and maintains relationships with employers through frequent communication and networking.
- Counsels and advises students and graduates regarding professional development and career success strategies.
- Oversees job postings, registrations, and applications on job placement website.
- Researches industry and employer trends; develops and implements plans to ensure that SMCM students are adequately prepared for the workforce/internships.
- Supervises and motivates Career Development staff, provide professional development opportunities and conducts annual performance evaluations.

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- Supports staff in coordinating and overseeing Career Fairs on campus.
- Maintains database of employer contacts and placement status of students.
- Oversees effective use of technology in the development and delivery of services.
- Oversees data collection to identify, analyze, and report on key performance indicators to measure the efficiency of service delivery.
- Develops and maintains collaborative relationships with academic departments, faculty, administration and other staff.
- Cultivates connection with local and regional employers to provide internship and employment opportunities.
- Maintains partnerships with employers, organizations, and external programs, and monitors the quality of internship opportunities through site visits and information gathering.
- Represents the Career Center at various professional organizations to develop contact resources, promote the College, stay current on career-related activities, and participate in professional development activities to expand current knowledge base.
- Engages in professional development opportunities in order to expand and/or enhance upon current knowledge base.

**MINIMUM QUALIFICATIONS:**

- Education: Bachelor's degree required.
- Experience: Minimum of one-year experience working in a supervisory role.
- Experience recruiting, staffing, and career coaching.
- Excellent communication, leadership, and management skills providing career literacy and counseling services.
- Ability to develop and oversee experiential learning opportunities (e.g., internships, prior learning assessments, service learning).
- Demonstrated capability to grow and cultivate relationships with existing employer contacts, key campus stakeholders and external corporate partners.
- Must be self-motivated, goal oriented and have a sense of urgency.
- Well-developed oral, written and telephone communication skills.
- Excellent organizational and analytical skills.
- Ability to handle a high-pressure environment with significant timeline pressures.

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- Ability to work independently and with a team as well as with various constituents.
- Ability to multi-task in a fast-paced work environment.
- Ability to create and maintain relationships and trust.
- Desire to help others achieve their goals.
- Ability to quickly master computer applications.
- Excellent customer service skills including the ability to effectively follow up and follow through.
- Ability to conduct business with attention to ethical considerations, institutional policies and procedures, employment law and accreditation guidelines.
- 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.