Position Title: Director of the Office of Career Services

Department: Office of Career Services

Reports To: Assistant Vice-President, Division of Enrollment Management

FLSA Designation: Exempt

Bargaining Unit Position: N/A

Date Written/Revised: October 2015

POSITION SUMMARY

The Director of the Office of Career Services (OCS) is responsible for general office supervision, including managing the budget, supervision of the Career Services Assistant, and maintaining and enhancing the office of Career Services resource materials. The Director is also responsible for planning and implementing innovative marketing strategies for recruiting a diverse group of potential employers and internship providers, and for developing and maintaining a database as well as web-based program for students. The Director supervises all aspects of the Office of Career Services (OCS), including: counseling students and alumni in career identification and planning skills and job search strategies, coordination of training skills workshops and career forums, management of on-campus employment and
graduate school interviewing, development and coordination of student internship programs, development of relationships with potential employers and internship providers, aggressive searches for information about employment and internship opportunities, and developing effective working relationships with students, alumni, staff, and other career services professionals.

Responsibilities include employer relations, career advising/counseling, increasing the visibility and support of the program, enhancing existing services, conducting research or benchmarking institutions to identify best practices.

**ESSENTIAL FUNCTIONS**

- Develop and maintain relationships with strategic employers and graduate schools. Designs and implements career services programs (e.g., training, workshops, externships, etc.) to increase the success rate of graduate placement.
- Collaborates with academic departments to assist with the placement of students in part-time and permanent employment, internship and externship opportunities. Develops and maintains systems and processes used to identify employment opportunities for students.
- Selects and implements an Advisory Committee (corporate representatives, alumni, etc.) who assists with recruitment of strategic employers, securing internship and externship opportunities and development and delivery of professional development curriculum.
- Develops and implements a mentoring program that assist students with career exploration and professional development.
• Provides career coaching to help students set and reach their employment goals. Provides practical training and assistance in basic job search techniques (e.g., résumé and cover letter preparation, interviewing skills, etc.). Ensures students have access to a variety of employment resources (e.g., database of employment possibilities, career guidance references, employment literature, etc.). Develops "target" list of quality employers who have employment/experiential education opportunities that match graduates career goals.

• Collaborates with other university department to ensure work-study and/or internships are coordinated effectively with appropriate documentation and commitment from all parties.

• Participates in public relations forums to help build a positive reputation for the school and promote its programs and successes. Seeks involvement with and attends professional organization and community events to network and become more familiar with specific industry needs.

• Disseminates information on career programs, internships and career opportunities and development activities to students, alumni, faculty and staff through appropriate media.

• Solicits and utilizes employer feedback to update curricula and to create and implement programs that respond to the needs of business, industry and organizations.

• Develops internship and placement statistics for the university.

• Interprets and provides results for career development self-assessments (e.g. StrengthQuest, etc.).

• Serves as a member of various campus committees to identify opportunities for continuous improvement of the student experience from enrollment to graduation.
SECONDARY FUNCTIONS

- Leads, manages, and assists in training of the Career Services staff.

- Works closely with degree programs and key internal and external stakeholder groups to expand and maintain an employer recruitment network and to develop and sustain a continuum of internships and job placements.

- Works with chairs, faculty and program directors to develop and promote internship opportunities to students.

- Works with the Institutional Advancement, Office of Alumni Affairs, faculty, and campus administrators to identify employment opportunities for students at both the undergraduate and graduate levels.

- Assists with promotional efforts for the university, including preparation of promotional material, brochures and advertisements.

ORGANIZATIONAL RESPONSIBILITY

Provides managerial oversight to the following positions:

- Career Service Specialist

- Student Workers

QUALIFICATIONS

Education: Bachelor’s degree from an accredited institution, required.

Master’s degree, preferred.

Experience: Minimum of 4-5 years of job placement and counseling services to students in a high school and/or higher education environment.
Licenses or Certificates: None required.

Additional Requirements: A background and/or credit check will be required of the successful applicant.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; talk and hear. The employee may regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

Normal office conditions. The noise level in the work environment is usually moderate.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.