

CAREER SERVICES DIRECTOR

DEFINITION

Under administrative direction plans, organizes, directs and manages the Career Services Center; provides leadership and supervision in the development of student internships, job placement opportunities, industry and career workshops, counselor referral, career preparation, and career exploration and assessment. Implements operational procedures designed to ensure a cost effective and cost beneficial operation.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from a dean or senior manager.

Provides direct supervision to lower level professional, technical and support staff assigned to auxiliary services operations.

EXAMPLES OF DUTIES

- Plan, organize, and direct the Career Services program
- Coordinate on-site services with external industry partners
- Provide supervision for the Career Services Center (CSC) staff and operations
- Meet with students and refer them to appropriate assessments or resources
- Conduct student workshops in career development, job readiness, and other areas, as needed
- Develop a variety of career resources, including video
- Prepare career education and instructional materials for use by faculty and students
- Assist students in locating and using college/career information for research, assignments and planning
- Plan, organize and implement career events and publications
- Contact, schedule and arrange guest speakers and industry representatives to present career information
- Develop and implement career exploration, job preparation, employability skills and other workshops
- Provide CSC workshops and classroom presentations
- Develop and manage annual budget; authorize expenditures within established guidelines; supervise maintenance of accounting records
- Plan, organize, develop, and implement policies and operational procedures that ensure adherence to District, State and Federal policies, regulations and guidelines
- Review, monitor and evaluate the performance of Center personnel
- Plan, organize and conduct personnel in-service and orientation training programs, as necessary
- Coordinate the promotion, advertising and public relations activities for assigned units
- Perform other duties, as assigned

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.
- Work requires occasional evening and weekend hours.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, procedures, methods, techniques and strategies relative to job development and placement
- Legal mandates, policies, regulations and guidelines pertaining to internships, job development, and job placement
- Practices, methods, procedures and strategies of management, organization and supervision
- Principles and practices of budget preparation and administration

Ability to:

- Effectively and efficiently plan, organize and direct the functions and activities of a career and employment development center
- Develop job and internship opportunities for students
- Work with a diverse college-level population
- Plan, organize, establish and maintain appropriate, efficient and effective data management, storage and retrieval systems
- Communicate effectively in oral and written form
- Understand and carry out oral and written directions with minimal supervision
- Establish and maintain cooperative organizational and community relationships

Licenses and Certificates:

Possession of a valid California Motor Vehicle Operator's License.

Physical and Mental Standards:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

Education and Experience:

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

- Education: Equivalent to the completion of a Baccalaureate or higher degree with emphasis in job development, industry relations, and career exploration.
- Experience: Three years of increasingly responsible merchandising experience in job development or internships, with two years supervisory or management experience preferred.

Class Adopted: 5/16/17

Class Amended: xxxxx