**Assistant Director, Career Services Standard Job Description**

**Classification Title:** Assistant Director, Career Services

**FLSA Exemption Status:** Exempt

**Pay Grade:** 11

**Minimum Pay:** $57,416.00

**Job Description Summary:**

The Assistant Director is responsible for the coordination and integration of student programs, while also providing comprehensive programming to a specific campus population. Coordinates committee work and the strategic planning process and manages career development and education processes. Manages multiple members of the Career Center team. Provides strategic planning and leadership for multifaceted programs and the enhancement of services to students. Provides career advising, planning, and programming to students. Builds collaborations across campus with targeted populations and has a greater responsibility for Center-wide projects for the program areas.

**Essential Duties and Tasks:**

**40% Manage Career Assistance Programs and Services**

* Establishes, oversees, creates, and implements career planning programs, events, and offerings.
* Advises undergraduate students in areas of career planning and job search skills/techniques such as resume writing, job search strategies, networking, and interviewing.
* Advises General Studies students, University Studies students, and undecided/exploratory undergraduate students in areas of career/major exploration, career planning, and job search skills/techniques such as resume writing, job search strategies, networking, and interviewing.
* Creates and implements programs or events that include bringing specific employers to campus, highlighting career options, and/or address specific areas consistently requested by a wide range of students.
* Participates in the creation and/or facilitation of center-wide initiatives that benefit multiple programs areas.

**15%: Presentations and Campus Relations**

* Actively markets and leads events, services, and special programs available through this position to constituent groups.
* Meets regularly (once each semester or year, to be determined by the coordinator) with advisors and select faculty within the program area.
* Meets annually with administration within the college or program area to provide information about services and progress throughout the year.
* Reviews reports each semester for faculty and administration within the program area.
* Creates and submits special programs to be presented at regional and national conferences.

**15%: Resource Development**

* Collaborates with Employment Services to represent Campus Programs on regular calls with representatives from our content management and data tracking system.
* Maintains portions of the Career Center website and develops new content annually.
* Compiles resources that provide information regarding career options for students within the program area.
* Develops new resources, both hard-copy and electronic, for students within the program area.
* Contributes to social media and web content regularly for the Career Center.

**10% Supervision and Project Management**

* Manages Career Center committee(s) and multiple staff members throughout project management processes, meeting weekly or bi-weekly to track progress toward goals.
* Hires and trains full time staff, graduate staff, or intern staff related to the needs of the academic disciplines.
* Supervises and evaluates the work of employees and maintains confidential records and files, as appropriate.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.
* Five years of related experience.

**Required Licenses and Certifications:**

* N/A

**Required Knowledge, Skills, and Abilities:**

* Excellent customer service and communication skills – interpersonal, written, and presentation.
* Working knowledge of word processing and spreadsheet programs, and ability to work with and present data.
* Knowledge of complex databases and computer software programs.
* Ability to work independently and manage multiple, ongoing programs and services.

**Machines and Equipment:**

* Standard office equipment: computer, keyboard, multifunctional printer, telephone, fax machine.

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.
* This position may require work beyond normal office hours and/or work on weekends.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**