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

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

**FLSA Exemption Status:** Exempt

**Pay Grade:** 13

**Minimum Pay:** $66,029.00

**Job Description Summary:**

The Associate Director of Career Services provides vision and leadership in the delivery of career services to students with an emphasis on relationship management with three constituencies: students and student organizations, employers, and administrators, faculty, and staff of the College; the development of employment opportunities, both full-time and internship/Cooperative Education, and strategic initiatives in the delivery of services to the large and growing student body of the College.

**Essential Duties and Tasks:**

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

* Leads, oversees, creates, and implements career planning programs, events, and offerings.
* Serves as a primary liaison for the Career Center with deans, department heads, faculty, and staff.
* Plans and coordinates services and strategic direction with other members of the Management Team.
* Provides advice and recommendations to the Executive Director and Management. Team regarding personnel, operations management, and relationships with employers, students, and University administration and faculty.
* Builds relationships with local employers by calling, networking, internet, newspaper, mailings, visiting sites, etc. to obtain new potential employer contacts and job opportunities.
* Prepares monthly and annual reports on student career development data.
* Provides vision and leadership in the delivery of career services to student.
* Coordinates 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.

**15% Supervision and Staff Development**

* Supervises activities and evaluates the performance of Career Center professional staff assigned to the College.
* Facilitates professional development opportunities for professional staff members. Supervises, mentors, and evaluates office staff.
* Maintains confidentiality and keeps accurate, updated records following office procedures.
* Participates in planning, directing, and coordinating operational or procedural matters to meet department goals and objectives.
* Responsible for departmental operations with the team.

**15% Employer Engagement**

* Cultivates relationships that expand employers’ engagement opportunities with students and faculty to increase student success through high-impact experiences and job opportunities.
* Develops, maintains, and expands relationships and partnerships with employers who seek students through job development for full-time and high impact experiential education opportunities, the involvement of employers in career events and other career preparation programs for students, the provision of advice and counsel to employers regarding their talent acquisition strategies, and the facilitation of connections with the faculty and staff.
* Works closely with the Employment Services team of the Career Center to carry out these duties.

**5% Student Advising and Program Oversight**

* Oversees and provides high level career advising and career programming for students in the College of Liberal Arts.
* Advises undergraduate students in areas of career choice and career planning, employer and industry research, and job search skills/techniques such as resume writing, job search strategies (for both U.S. and non-U.S. students), networking, interviewing, and salary evaluation.
* Refers students to the Counseling Center when appropriate.
* Oversees the execution of innovative methods of digitally delivering career services to large student populations to include the design, development of models, and implementation of technologies, including online collaboration, live-streaming, LMS platforms, web-based presentations, and virtual instruction.
* Directs large-scale programs or events that connect employers by industry area to students, student organizations, and campus events, highlighting career options, and/or address specific areas consistently requested by students.
* Ensures that website content related to liberal arts students is current and engaging.

**5% Support of Career Center Initiatives**

* Oversees execution of the Career Center mission by participating in programs and services including the presentation of workshops and events, walk-in advising, committee work, and weekly meetings.
* Plans strategy for the development and execution of Career Center-wide events, including resume reviews, career fair assistance, marketing initiatives and other activities.
* Participates in cross-functional teams and develop Center-wide projects as they relate to specific areas of need.
* Coordinates, along with other professional staff, managing logistics for events and activities surrounding this program.
* Leads program planning logistics for the Career Center each semester, including coordinating content and facilities.
* Develops and submits special programs to be presented at regional and national conferences.

**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 or equivalent combination of education and experience.
* Seven years of related experience in industry, academe, government, or other professional work experience related to business, operations management, personnel/program management, recruiting and employment, or career planning.

**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.
* Ability to communicate clearly and effectively to ensure understanding.

**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**