**Director, Career Services Standard Job Description**

**Classification Title:** Director, Career Services

**FLSA Exemption Status:** Exempt

**Pay Grade:** Commensurate

**Minimum Pay:** $75,933.00

**Job Description Summary:**

The Director of Career Services, under general direction, oversees the administration and organization of the Career Services Center including career operations, all aspects of student employment, career counseling, career assessment, student development workshops, employer outreach, and job development. Manages multiple budgets, including grant resources.

**Essential Duties and Responsibilities:**

**30% Career Development and Placement Services**

* Develops and coordinates career development and placement programs for students and alumni.
* Coaches students and alumni on exploring career options, crafting job search materials, networking, and interviewing.
* Plans, coordinates, and hosts annual events including career fairs and professional development activities.

**20% Collaboration with Academic Programs**

* Works directly with academic deans and faculty to create experiential internships for students.
* Coordinates with academic Colleges, employers, alumni, and students regarding internship program objectives.
* Collaborates with faculty to develop consistent internship opportunities for students with industry partners.

**10% Program Assessment and Improvement**

* Conducts annual assessments of program effectiveness and implements improvements based on assessment data.
* Monitors and evaluates strategic plans for career services and student leadership programs.

**10% Supervision and Staff Management**

* Supervises assigned staff to ensure effective execution of career services and related programs.
* Trains and advises members of the student government to enhance student leadership opportunities.

**10% Communication and Resource Management**

* Develops, maintains, and oversees the accuracy of employer databases.
* Oversees the maintenance of the departmental website and marketing publications.

**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:**

* Master’s degree in Counseling, Student Affairs, related, or equivalent combination of education and experience.
* Ten years of related experience.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.

 **Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* None

**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**