

Faculty and Student Services Job Function

FSS Career Services Mgt II

Grade: 56

Job Code: S0456M

Job Family: Career Services

Job Family Matrix: [Career Services Matrix](#)

Summary

Supervise the day-to-day career services activities such as career coaching, analysis, and reporting.

Core Duties

- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Assist students and alumni with career exploration, career decision making, self-assessment, and job search management
- Conduct career advising, walk-in advising, and resume reviews
- Market and deliver workshops and other programs on career development topics
- Prepare and analyze reports to improve outreach and recruitment efforts
- Ensure compliance with University policies and procedures and applicable legal rules and regulations

Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 3 years' relevant work experience

Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite, advanced Excel skills
- Experience counseling/mentoring students
- Supervisory experience
- Communication skills (both written and verbal), including specifically: the ability to develop and deliver career education program and materials to students, parents and alumni

Certificates and Licenses

Physical Requirements

- Sitting using near vision use for reading and computer use for extended periods of time
- Lifting (approximately 20 to 30 pounds), bending, and other physical exertion

Working Conditions

- Work is performed in an office setting