

Faculty and Student Services Job Function

FSS Career Services Mgt III

Grade: 57

Job Code: S0457M

Job Family: Career Services

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

Summary

Manage a range of tasks related to career services including career coaching, resume advice, and employer outreach and engagement.

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
- Provide individual counseling to students, including advising on resumes, cover letters, interviews, recruiting and general job search strategies
- Plan and deliver a comprehensive series of customized career programs, workshops and networking events
- Assist in planning and implementing strategies to attract new employers and organizations
- Develop and analyze reports and statistics; provide reports to management to assist with setting the strategic direction of the career services function
- Develop strong relationships with recruiters and potential employers; build and maintain relationships with alumni
- 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 5 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