

Faculty and Student Services Job Function

FSS Career Services Mgt IV

Grade: 58

Job Code: S0458M

Job Family: Career Services

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

Summary

Lead career services operations including development of programs, career advising, employer relations 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
- Manage the development of programs, web and print resources, and workshops to educate students on career and internship opportunities
- Provide outreach and marketing to employers in diverse career fields for the purpose of internship development
- Design and create complex reports and employment surveys to support career services goals; analyze metrics to support strategic planning
- May prepare and manage departmental budget
- Collaborate with senior management in formulating career services procedures; make recommendations to improve registration processes
- Develop strong relationships with recruiters and potential employers; build and maintain relationships with alumni
- Identify, establish, and maintain relationships with university partners and external employers
- 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 7 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