

## **Faculty and Student Services Job Function**

### **FSS Career Services Mgt V**

**Grade: 59**

**Job Code: S0459M**

**Job Family: Career Services**

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

#### **Summary**

Oversee career services operations including marketing and outreach, development of programs, and policy development.

#### **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
- Oversee the development of programs, web and print resources, and workshops to educate students on career and internship opportunities
- Develop outreach and marketing strategies to attract potential employers
- Design and create complex reports to support career services goals; analyze metrics to support strategic planning
- May develop, manage and oversee departmental budget
- Develop and implement operational policies, procedures and training for staff
- 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 8 years' relevant work experience
- Supervisory experience

#### **Additional Qualifications and Skills**

- Master's degree in relevant field preferred
- Knowledge of Microsoft Office Suite, advanced Excel skills
- Experience counseling/mentoring students
- 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