

## Faculty and Student Services Job Function

### FSS Career Services Mgt VI

Grade: 60

Job Code: S0460M

Job Family: Career Services

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

#### Summary

Direct all aspects of the 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
- Direct the development of programs, web and print resources, and workshops to educate students on career and internship opportunities
- Develop long term strategic planning: monitoring and anticipating employment trends; assessing needs of students and alumni
- Design and create complex reports to support career services goals; analyze metrics to support strategic planning
- May develop, manage and oversee departmental budget
- Develop, implement and provide interpretation of career services policies and procedures
- 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 10 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