



## Job Description

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<b>Job Title:</b>	Assistant Director Career Services	<b>Grade:</b>	L
<b>Department:</b>	Career Services	<b>FLSA:</b>	Exempt

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*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

### **General Function:**

Performs a variety of administrative tasks, career counseling and assisting students in job search issues.

### **Characteristic Duties and Responsibilities:**

1. Oversees daily operations of Central Campus Career Services area to ensure smooth flow of services.
2. Counsels students regarding the career development process, including administering and interpreting career assessment instruments such as the Myers Briggs Type Indicator, Strong Interest Inventory.
3. Oversees faculty relationship liaison coordination for department.
4. Assists in selection, supervision and training of employees.
5. Designs and implements outreach programs to promote and encourage use of Career Services by students, faculty, and staff.
6. Advises students individually and in class presentations regarding career development, resumé writing, interviewing, job search skills and other career-related topics.
7. Develops promotional materials and strategies for Career Services.
8. Assists employers and assists with career fair.
9. Assists in the development and implementation of goals and projects; monitors and reports progress and completion.
10. Other duties as assigned.

### **Reporting Relationships:**

**Direction Received:** Reports to Director of Transfer & Career Services

**Direction Given:** Responsible for monitoring, directing and supervising the work of non-faculty staff and/or other employees



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### **Minimum Requirements:**

Master's Degree from a regionally accredited institution in Counseling, Student Development or a related field and 2 years' experience in counseling and experience in career counseling in a college setting.

### **Knowledge, Skills, Abilities and Worker Characteristics:**

- Knowledge of career software and assessment instruments such as CHOICES, the MBTI and the Strong Interest Inventory
- Strong Microsoft Office skills,
- Strong knowledge of career development and job search processes
- Excellent presentation skills
- Flexibility and the ability to manage multiple tasks
- Marketing skills
- Excellent interpersonal, verbal, and written communication skills
- Ability to work with a diverse student population
- Experience in workshop and program development

### **Working Conditions:**

Typical office environment