Director, Career Services

Job Code 00001431

General Description
Responsible for providing administrative direction to the Career Services Office.

Examples of Duties
Direct all programs and services of the Career Services Office.
Hire, supervise and conduct performance appraisals for Career Services staff.
Manage budget operations of the Career Services office including planning the budget, allocating funds to categories, and management of all accounts transactions and expenditures.
Prepare annual reports.
Supervise and monitor all assessment and evaluation activities in the Career Services Office.
Participate in University recruitment and orientation programs.
Counsel students regarding career and job search issues.
Conduct educational programs related to career development and placement.
Recruit employers to participate in the Texas State on-campus interview program and in career fairs.
Meet with on-campus interviewers to coordinate interview procedures.
Solicit job opportunity information for students.
Correspond and communicate with representatives from organizations to develop potential sources of jobs, internships, and cooperative education placements.
Maintain and monitor a system for tracking student use of Career Services programs and services.
Develop and revise policies, methods of job posting, referral of students for jobs and development of jobs.
Prepare, monitor and revise the strategic plan for Career Services.
Promote the services of the office to Texas State faculty and staff.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: the theory and components of career development; the administration and interpretation of career assessment instruments; on campus interview policies; changing technical and professional resources; cooperative education principles and concepts; UPPS’s and standard university operating policies and procedures; student employment levels, salary scales, and specific policies relevant to employment of students in the University; hardware and software capabilities.
Skill in: communicating with employers and students; consulting and collaborating with faculty, staff, and employees; planning a budget, forecasting costs versus expected income funds; monitoring expenditures; organizing staff; public presentation.

Ability to: prepare memos, UPPS’s, reports, literature, evaluation forms, brochures, fliers, policies, letters, memos, and instructional guides; perform basic math and statistics.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements