

Assistant Director, Career Services

Job Code 00001561

General Description

To assist the director in the overall operation of the Career Services office and to counsel students in their career development and decision making.

Examples of Duties

Counsel students on career decisions using personal counseling skills, standardized career tests, and the career library.

Maintain statistics on number of students and classification of students seen.

Maintain case files on students seen.

Write reports and collaborate with director and other placement officer.

Lead the Student Affairs Career Development program team in coordinating a variety of programs.

Recruit, hire, supervise, and train student workers.

Complete administrative tasks.

Coordinate the “Bridge to Success” program.

Orient incoming freshman to the services available in Career Services by conducting and preparing sessions during student orientation.

Promote Career Services by conducting presentations in residence halls, classrooms, College Days, and Student Organizations.

Assist in the coordinating of the office’s Special Events and on-campus recruiting when necessary.

Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: counseling and career development theories; techniques of counseling supervision; referral sources; campus and community resources available to students; computers.

Skill in: establishing rapport with a variety of clients; effectively direct the work of others and functioning as a team member; listening and organization; making presentations; prioritizing workload; deciding what step students need to take in the career decision-making process; making referrals; listening; organization.

Ability to: read and understand e-mail messages, memos, and reports; prepare and edit memos, letters, proposals, articles and case notes; perform basic math statistics; use computer and software; e-mail and produce documents and databases; interpret and explain standardized test results to lay persons; integrate theory and techniques into practice and daily interaction with students.

Educational Experience

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