Associate Director, Career Services

Job Code 00001562

General Description
Responsible for assisting the director in the operation of the department.

Examples of Duties
Coordinate the overall operation of student employment.
Oversee placement services available to graduating seniors and alumni.
Conduct workshops and classroom presentations.
Plan and coordinate special events including career day, summer job fair and Career Expo.
Assume the role of director in his/her absence.
Monitor budgetary expenditures.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: University referral services; campus community and resources available to students.
Skill in: Preparing and editing memos, letters, brochures, etc.; establishing rapport with employers and students; effectively directing the work of others; prioritizing workloads; interpreting policies; utilizing automated services.
Ability to: Perform basic math; understand policies and procedures; explain office and university policies and procedures; give presentations to classes and organizations; develop preliminary budgets.

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