

Classification	Director of Career Services
Grade	NC
Working Title	
FLSA Status	Exempt
Position Class Code	1M170
Full Time Part Time	Full Time
Educational and Experience Requirement	Bachelor's Degree in Business, Student Personnel Administration, Educational Administration, Counseling, or related field. Prefer Master's. Minimum of five years experience at the managerial level in college or university placement, career development, college recruiting or experience in a related field. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.
Nature & Purpose of Position	Provides leadership as chief administrator for a comprehensive career planning and placement program which assists students and alumni in the process of planning a career and securing gainful employment.
Primary Responsibilities	Plans, directs and supervises all activities, programs and services of the Career Services Center. Makes decisions about objectives, operating procedures and policies. Insures compliance with applicable state and federal laws, University policy and divisional directives. Prepares and administers departmental budget. Responsible for employing, training, and supervising staff including professional, non-professional and student employees. Prepares reports, correspondence, brochures and numerous other communications. Establishes and directs effective systems for marketing and delivering services to students and employers. Liaison to other areas of the University community. Remains current in the professional field and conducts research as appropriate. Actively participate in professional organizations. Serves on committees as requested. Plans and coordinates future direction of the Career Services Center. Performs other related duties as assigned.
Other Specifications	Must function effectively with students, faculty, administrators and employers. Requires demonstrated skills in oral, written and interpersonal communication. Experience with computers and computerized placement systems is desired. Functions independently and autonomously. Must be knowledgeable of ethics, professional standards, and applicable state and federal regulations. This position may be designated as a Campus Security Authority (CSA).

**Supervision Given and
Received**

Reports to the Assistant Vice President of Student Services. Supervises all professional and non-professional staff, including graduate interns.

Title Information