Title: Associate Director Career Development & Placement

Essential Function

Under general supervision from a designated administrator, assist in the development and administration of a comprehensive career development and placement program for the university.

Characteristic Duties

Develop strategies cultivating the establishment of new employers from a broad range of industries to develop domestic and international opportunities for students;

Oversee and coordinate recruiting/career fair programs for students and employers, including policies governing recruiters and students;

Secure new and ongoing sponsorship for programs and services;

Serve as liaison to university colleges and departments;

Coordinate the collection and analysis of data (e.g., recruiting activity, employer surveys, senior placement questionnaire, etc.);

Create a comprehensive annual management information report;

May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.);

Perform related duties based on departmental need.

Minimum Qualifications

Bachelor's degree with three (3) years' experience; -OR- Associate's degree with five (5) years' experience; -OR- seven (7) years’ experience; degree must be in counseling or a related field and experience must include administration and counseling in career planning and/or placement. Experience may also require at least one (1) year supervision.