Title: Assistant Director, Career Development & Placement  

Pay Scale Group: 15

Essential Function

Under general supervision from a designated administrator, assist and advise in performing the administrative and day-to-day operations of the department.

Characteristic Duties

- Develop and recommend new operating procedures.
- Assist in the development of budget requests and written narrative.
- Develop and implement programs of career exploration and planning, including workshops, seminars, small group sessions.
- Provide counseling for students, faculty and staff regarding career development.
- Provide career development services to assigned academic unit(s).
- Work with university counseling services and other student service departments in matters related to career counseling and life planning.
- Answer inquiries regarding policies and programs of the center.
- Assist in the development and implementation of systems for staff and program evaluation.
- Teach courses related to career planning and placement.
- Assign work; ensure proper workflow of the unit; act as lead worker.
- 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 related experience. Degree must be in counseling or related field. Experience must include administration and counseling in career planning and/or placement. Experience may also require at least one (1) year supervision.