Title: Director, Career Development and Placement

Essential Function

Under general supervision from a designated administrator, direct the administrative and operational activities of the Office of Career Development and Placement.

Characteristic Duties

- Direct the administrative and operational activities of the Office of Career Development and Placement.
- Formulate and monitor policies, procedures and long-range objective.
- Review and approve department operating expenditures.
- Develop budget requests and written narrative.
- Direct the planning and coordination of career counseling, life planning and research programs.
- Establish and maintain close liaison relationships with representatives of business, industry, government, alumni groups, etc. to provide more effective services.
- Establish liaison with academic units regarding their career development needs.
- Develop and administer research efforts in career planning and placement.
- Increase student awareness and participation in the department’s programs.
- Provide counseling to students, faculty and staff in career planning and placement.
- Plan and conduct workshops, seminars, and small group sessions in career planning and placement.
- 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 seven (7) years experience; -OR- Associate’s degree with nine (9) years experience; -OR_ eleven (11) years experience. Degree must be in Counseling, Behavioral Science, Business or related discipline. Experience must in administration with counseling in career planning and/or placement. Experience may also require at least three (3) years supervision.

Last updated: April 2004