Assistant Director of Career Development - Career Center

**Definition of Class**
This is a supervisory position in which the incumbent evaluates the career counseling needs of the University and its students by evaluating resources, designing programs and supervising career services staff who implement the programs as well as works with other departments to improve the function of and services offered by the Career Center. Develops, advertises, implements and coordinates all career outreach programs and events. Serves as the Career Center representative at University events such as orientation and visitation days. Works with faculty and the University community to increase Career Center awareness and visibility. The incumbent exercises discretion and independent judgment and reports to Director of Career Center.

**Examples of Work Performed**
Supervises career development unit by analyzing current program efficiency, determining new program requirements, and surveying consumers to determine directions for service. Delegates job tasks to staff, conducts staff meetings, provides feedback to staff regarding efficiency and suggestions for improved performance. Collects performance data for assessment of operations, prepares reports and recommends changes in staffing or programming to supervisor.

Designs and implements programs, which provide career information to University students and community, alumni and surrounding area. Researches currents trends, career needs and programming ideas, and submits proposals for new programs. Advertises new programs to students, community, alumni, and other University units.

Supervises graduate assistants and practicum students seeking academic credit and professional certification. Stays abreast of professional literature and national and state board certification/licensure requirements and maintains proper certification status. Assigns duties, creates work schedules of para-professionals, and evaluates graduate assistants and practicum students. Prepares progress reports and submits them to appropriate personnel.

Serves as a liaison between the Career Center and other University units as well as consumers and the general public to communicate information about the services and operations of the career development unit.

Supervises, trains, and evaluates career development staff and provides feedback regarding efficiency and suggestions for improved performance.

Researches, evaluates and locates career information sources, oversees the resource center, and creates up-to-date information system for staff use.

Administers and interprets standardized assessment instruments for personal, career, and team building analysis. Evaluates and recommends new assessment instruments and computerized career guidance software to determine applicability to University students and alumni. Develops staff instructional procedures to assist in utilizing computer career guidance software.

Instructs Career and Life Planning courses. Assists students in choosing majors and developing career plans by utilizing counseling theories and techniques.
Determines technical support requirements for the unit including equipment and software programs. Reports technical request to Director and collaborates with appropriate for personnel for the procurement of new technology.

Coordinates departmental presentations and presents informational seminars for classes, social organizations, University staff, and external organizations.

Maintains statistical data and prepares reports for career development activities.

Develops, coordinates and implements all advertising and marketing of career services and programs to students. Designs brochures, booklets, and newsletters; works with student media; and offers suggestions for internet promotion strategies to market the services offered by the Career Center.

Performs similar or related duties as required or assigned.

**Essential Functions**
The essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Supervises the day-to-day operations of the career development unit, including career counseling, career planning and job search skill development.

2. Designs and implements new programs, which provide career information to University student and community, participate in programs provided by the career development unit.

3. Supervises, trains and evaluates career development staff, graduate students and practicum students.


5. Assists students in choosing majors and developing career plans.

6. Coordinates and implements all career outreach presentations.

7. Develops, coordinates and implements advertising and marketing of career services and programs to the University community.

8. Instructs Career and Life Planning courses.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual departments on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to 10 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
Motor Coordination: While performing the duties of this job, the incumbent is frequently required to sit and occasionally walk or stand.

Experience/Educational Requirements:

Education:
Master’s degree from an accredited four-year college or university in student affairs, student personnel, counseling or related field. Experience may not be substituted for the minimum education requirement.

AND

Experience:
Two (2) years experience related to the above described duties.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.