Assistant Director Career Center-Employer Services

Definition of Class
This is a professional position in which the incumbent manages the Job Location Development Program, a federally-funded grant program which develops and helps students locate part-time, off-campus employment opportunities. This position organizes career fairs and serves as a liaison between the University and company/school representatives. Discretion and Independent judgment is used in overseeing the Peer Career Educator Program and instructs a Career and Life Planning course. The incumbent assists in identifying prospective employer sponsors which includes site visits. This position works in a team-oriented environment reports to the Associate Director of Career Center-Employer Services.

Examples of Work Performed
Coordinates the Job Location Development Program, including developing and listing off-campus, part-time employment opportunities, screening and referring applications, determining program needs and projecting budget for fiscal year, tracking statistics for the preparation of federal reports, complying with federal guidelines governing the program’s grant.

Plans and coordinates career fairs; serves as a liaison between the University and company/school representatives, makes facility reservations, coordinates arrangements for visits to campus, develops invitation list, advertises and markets the career fairs within the University community, prepares students for attendance and informational interviews and collects data for preparation of statistical reports on program assessment.

Manages the Peer Career Educator Program including recruitment, selection, training, and supervision of student staff. Schedules student staff to conduct or assist in programs and outreach activities in collaboration with the career development staff.

Instructs Career and Life Planning Courses.

Assists consumers with credential files by serving as a liaison between the university and third-party agency.

Maintains an electronic employer database.

Organizes and implements the annual Educator Recruitment Day; serves as a liaison between the University and school districts, coordinates arrangements for the recruiter’s visits to campus, prepares students through class presentations and orientation sessions, and markets the event to academic departments.

Advises students individually and in groups on recruiting opportunities, career and vocational issues, job search strategies and interviewing techniques, and development of career plans.

Conducts outreach activities, including workshops and presentations.
Manages experiential education files, which includes summer jobs and internships and conducts classroom and organization presentations on such subjects.

Designs and facilitates outreach activities and workshops for undergraduate and graduate students; assists with employer development activities.
Assists in identifying prospective employer sponsors and conduct site visits to corporate liaisons.

Performs similar or related duties as assigned or required.

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

1. Coordinates the Job Location and Development Program.
2. Coordinates Career Fairs for general and targeted student populations.
3. Instructs Career and Life Planning courses.
4. Manages the Peer Career Educator Program.
5. Assists in identifying prospective employer sponsors and conducts site visits to corporate liaisons.

**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.

Rev. 05/01/2015

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