JOB DESCRIPTION

Associate Director of Career Center - Employer Services

Definition of Class
This is a supervisory position in which the incumbent is principally responsible for the development and delivery of services and processes used to support recruiting activity, including but not limited to on-campus interviewing, employer relationship development, daily program operations, and policies used to manage all recruitment activity involving the career center. Incumbent is responsible for program assessment and evaluation. Serves as the Director in his/her absence.

Examples of Work Performed
Coordinates and supervises employer services, including on-campus recruiting, employer development, fundraising, resume referrals, job listing services, internship services, and career fair events.

Designs, implements, and presents programs that enhance the job search strategies of University students.

Works closely with all Career Center constituents, actively involving more students, faculty, and employers to enhance campus-recruiting process and increase opportunities for students.

Supervises, trains, and evaluates professional staff members and their work with students, employers, career events, information technology, credentials, internships, etc. Provides feedback regarding efficiency and suggestions for improved performance.

Develops and implements revenue generating programs to increase Career Center operating budget.

Serves as the primary contact for speakers, special topic presenters and panelists for job search and interviewing presentations on campus.

Advises students individually and in groups on recruiting opportunities/requirements, career and vocational issues, job search strategies, development of career plans, and job-hunting skills.

Plans and implements career fairs and targeted recruiting events in collaboration with other career center staff.

Develops outreach-marketing programs on various career-related topics and presents these programs to student organizations, appropriate faculty, administrators and employers as required.

Targets alumni to assist in development of internship opportunities for students.

Manages the center’s technology functions and provides guidance on strategic acquisitions in hardware/software and vendor services.

Assists Director in the management of the department’s budget. Approves purchases and monitors expenditures.
Suggests and designs survey instruments to assess effectiveness of employer services and employer preferences for student preparation.

Compiles and reports statistics on unit activity for assessment and benchmarking purposes.

Serves as the Director in his/her absence.

Instructs Career and Life Planning courses as needed.

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 day to day operations of employer relations unit, including employer relationship development, revenue generating activities, and on-campus recruiting events.

2. Designs, implements and presents programs that enhance the job search skills of students.

3. Supervises, trains and evaluates career service staff, graduate students and undergraduate student employees.

4. Designs and conducts surveys to assess unit activity and to gather graduating student data.

5. Serves as the Director in his/her absence.

**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 25 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, or related field.

  **AND**

- **Experience:**
  Three (3) 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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