



Job Classification Description

DIRECTOR OF CAREER DEVELOPMENT/VTC VSC – UP PAT Bargaining Unit

**Grade 12
EXEMPT**

BASIC FUNCTION

To direct and coordinate career planning/placement/development services.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Plan, implement, administer, coordinate, monitor, and evaluate career development programs and services and on and off-campus non-credit training programs and continuing education offerings in cooperation with business and industry and other organizations. Develop and modify services and operating policies/ procedures in accordance with student needs and institutional objectives.
- Provide individual counseling, instruction and assistance to students concerning all aspects of career planning, placement and development.
- Develop and implement a program advertising and promotion plan and evaluate the plan effectiveness.
- Plan and administer the Career Development operating budget.
- Develop and maintain a library of career and vocational information, including information on employment trends, colleges and employment information and instruct and assist students with use of library resources.
- Identify, and initiate and maintain contact with prospective employers and college recruiters regarding employment and continuing education opportunities, arrange on-campus visits, internships, and referrals and arrange articulation agreements with other four year institutions in conjunction with activities of other College departments; supervise contractual employees in providing counseling, resume writing and training development for students.
- Identify, initiate and maintain contact with alumni in key geographic areas or associated with particular occupational fields.
- Confer regularly with immediate supervisor, Transfer Initiative Counselor, student affairs staff, and other College personnel, as well as various outside firms/organizations, alumni, and others outside the College to plan, coordinate and evaluate activities/programs, exchange information, and so forth.
- Compile data and prepare administrative reports for placement statistics, activities and programs.
- Participate in various professional organizations. Keep abreast of current developments in the field.
- Perform other related duties as assigned.

SUPERVISION RECEIVED

General supervision is received from the Dean of the College.

MINIMUM QUALIFICATIONS

Bachelor's degree in counseling or other appropriate discipline, with master's desirable, plus two to four years of relevant work experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Strong technical knowledge and skills related to career counseling/placement.
- Understanding of technical and professional education as it relates to employment.
- Good planning, organizational, administrative, and supervisory skills.
- Strong writing skills.
- Ability to deal effectively with students, College personnel, alumni, recruiters, employers, and others outside the College, requiring strong advising/interviewing, coordinating, group leading, public speaking, formal classroom teaching, and basic public relations skills.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.