



## Job Classification Description

### **DIRECTOR OF CAREER SERVICES/LSC VSC UP PAT BARGAINING UNIT**

**Grade 12  
EXEMPT**

#### **BASIC FUNCTION**

To direct and coordinate career planning/placement services and to counsel and train students in the job search process.

#### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Plan, implement, administer, coordinate, monitor, and evaluate career development programs and services, in such areas as self-assessment, occupational/vocational information and career planning, testing of career possibilities through internships and similar experiences, and job search and placement. Develop and modify services and operating policies/ procedures in accordance with student needs and institutional objectives.
- Hire, train and supervise department employees as well as student assistants.
- Plan and administer the department operating budget.
- Provide individual counseling, instruction and assistance to students concerning all aspects of career planning and placement: assist in researching and assessing various career opportunities; refer students to appropriate reference materials in the career library, and provide orientation to/assistance with use of library resources; review and edit resumes and professional letters; and so forth.
- Develop and maintain a library of career and vocational information, including information on employment trends, graduate schools, and the like.
- Teach job search skills to groups: writing resumes and correspondence, interviewing, locating available job openings, and so forth.
- Identify, initiate and maintain contact with prospective employers regarding employment opportunities, on-campus recruitment, internships, and the like.
- Coordinate internship program(s): develop a consistent collegewide internship structure; develop selective sites; review some student-selected job sites for appropriateness; advise students regarding LSC's internship policies and appropriateness of internship for selective majors; assist with monitoring internship courses to ensure standards are met by students, faculty and on-site supervisors; provide assistance to all internship seminars and so forth.
- Coordinate on campus visits by employers and graduate schools.
- Plan and present/coordinate outreach/educational programs related to career opportunities, job seeking and placement.
- Distribute/publicize job postings and information on graduate schools, employers, internships and similar experience-based instructional programs,

travel, study and work abroad, and related information.

- Identify, initiate and maintain contact with alumni in key geographic areas or associated with particular occupational fields.
- Compile and/or write career planning/job search guidelines and other pertinent instructional and promotional materials.
- Confer regularly with immediate supervisor, 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 related to career development and placement programs and activities.
- Write/assist in writing proposals for grant funding of programs, prepare reports for funding agencies, and the like.
- Participate in various professional organizations. Keep abreast of current developments in the field.

### **SUPERVISION RECEIVED**

Direction is received from the Dean of Students.

### **SUPERVISION EXERCISED**

Administrative and functional supervision of one employee and several student assistants.

### **MINIMUM QUALIFICATIONS**

Bachelors degree in counseling or other appropriate discipline, with masters 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 both liberal arts and vocational/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.**

