



Position Title: Assistant Director
Department: Career and Advisement Services
Prepared By/Date: Jennifer C. Brito/6-4-2009
Approved By/Date: Campus Deans/7-1-2009
Revised:

Job Code: 0692
Job Group: PEC
Salary Grade: 15
FLSA Status: Exempt

Summary:

Responsible for assisting with day-to-day administration of career services and advisement services.

Essential Duties and Responsibilities:

- Assists with developing and coordinating programs and services related to the academic and career advisement and employment development.
- Acts in a supervisory capacity for the department in the absence of the Director.
- Assists in preparing and maintaining budgets.
- Assists with the training of department and appropriate college personnel.
- Conducts academic and career advisement for all new, transfer and undecided students and students in non-clear categories of Standards of Academic Progress.
- Verifies graduation certification
- Ensures that student support activities and resources including career exploration, employability skills and advising resources are available for students.
- Assists Director in establishing linkages with the local employer community for the purpose of increasing employment and internship opportunities for students and graduates.
- Assists with the development and maintenance of employment opportunities for students and graduates.
- Assists students with clarifying their career and academic goals and resolves student issues as needed.
- Serves on Campus and College committees.
- Makes recommendations and implements College policies procedures and guidelines affecting academic placement and transfer.
- Performs other related duties assigned

Knowledge, Skills and Abilities:

- Knowledge of federal, state and college EEO/AA/Diversity laws, guidelines and procedures.
- Knowledge of customer service standards and procedures.
- Knowledge of targeted recruitment principles, procedures, and resources.
- Knowledge of marketing strategies, processes, and available resources.
- Knowledge of career counseling principles and practices.
- Knowledge of current employment trends and placement opportunities.
- Knowledge of computerized student information systems.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Outstanding interpersonal and community relations skills and the ability to communicate and work effectively within a diverse community.
- Employee development and performance management skills.
- Skill in budget preparation and fiscal management.
- Ability to maintain confidentiality of records and information.

- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Ability to develop and maintain recordkeeping systems and procedures.
- Ability to identify and secure alternative funding/revenue sources.
- Ability to use independent judgment and to manage and impart information to a range of clientele and/or media sources.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree in Education, Psychology or other appropriate field and six (6) years of related experience

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name