



Position Title: Campus Director of Advisement and Career Services
Reports To: Director, Retention & Transition Services or Student Services
Department: Advisement and Career Services **Job Code:** 0697-00E
Prepared By/Date: Carol Flynn/10-2004 **Job Group:** PEC
Approved By/Date: Student Deans/11-18-2009 **Salary Grade:** 16
Revised: Jennifer C. Brito/5-19-2010 **FLSA Status:** Exempt

Summary:

The Director of Advisement and Career Services is responsible for developing, implementing and evaluating programs and services of the department. The Director also has the administrative responsibility of hiring, training, supervising and evaluating all personnel according to College policies and procedures.

Essential Duties and Responsibilities:

- Hires, fires, supervises, and evaluates personnel.
- Develops and coordinates programs and services related to academic and career advisement and the acquisition of employability skills.
- Prepares and maintains budgets.
- Coordinates the training of department and appropriate college personnel.
- Responsible for providing academic and career advisement for students in the following categories: new, transfer, transient, undecided, and those not making satisfactory progress as outlined in the Standards of Academic Progress.
- Verifies graduation eligibility.
- Responsible for providing student support activities and resources including career exploration, employability skills and advising resources.
- Assists students with clarifying their academic and career goals and resolves student issues as needed.
- Disseminates information about articulation agreements and the rights of transfer students.
- Oversees the development and maintenance of employment opportunities for students and graduates.
- Establishes linkages with MDC schools and academic departments to expose students to programs, services, resources and internship opportunities.
- Establishes linkages with the local employer community for the purpose of increasing employment and internship opportunities for students and graduates.
- Serves on Campus and College committees.
- Makes recommendations and implements College policies, procedures, and guidelines affecting academic placement and transfer.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of academic advising and career development principles and practices.
- Knowledge of current employment trends and placement opportunities.
- Knowledge of computerized student information systems.
- Knowledge of federal, state and college EEO/AA/Diversity laws, guidelines and procedures
- Skill in budget preparation and fiscal management.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Employee development and performance management skills.

- Ability to supervise and train employees including organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- 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 maintain confidentiality of records and information.
- 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:

This function/position has been designated as Essential. This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

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

- Master's degree in Education, Psychology or other appropriate field and three (3) years of related experience or Bachelor's degree in Education, Psychology or other appropriate field and seven (7) years of related experience

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name