



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA
Date created or revised: 9/20/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Assistant Director, Counseling and Employer Relations
Status: Full-Time, 35 Hours/Week (May involve evening and/or weekend work as required)
Grade: 10
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Director, Career Development Center

PRIMARY PURPOSE:

Counsel students with an expressed interest in seeking employment-related opportunities; develop and oversee all employer relations; foster relationships that provide students with internship and career opportunities with primary emphasis on constituencies external to the CDC (Career Development Center) including but not limited to on-campus departments seeking to hire RIC student employees/interns. Assist in the accomplishment of other CDC tasks as assigned by the CDC director.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Counsel students looking for employment/internship opportunities on- and off-campus (including part-time and seasonal) to introduce them to the array of options, to discuss/evaluate how these options connect with career choice, and to assist with effective job search skills development (e.g., resume, cover letter, interviewing, networking).
- Counsel students about how to prepare for and utilize job fairs as tools to connect with and/or learn about prospective employers and their industries; coordinate internship/job fairs in partnership with Assistant Director, Counseling and Experiential Opportunities.
- Counsel students on enhancing their job search skills and capacity to express the relevance of their strengths to employers (e.g., job search materials, social media).
- Establish and maintain partnerships among students, employers, administrators, and faculty that lead to the development of credit and non-credit internships and other paid/unpaid opportunities.
- Maintain student/employer online job posting and recruiting system.
- Provide relevant outcomes and statistics as requested.
- Interact with prospective employers to learn more about their opportunities and to educate them on how they can work through RIC CDC to identify and connect with prospective candidates; provide students seeking jobs/internships and faculty with information about these employers.
- Create opportunities for prospective employers to increase organizational visibility with RIC students and develop on-campus presence (e.g., on-campus recruiting, information sessions, presentations, resident experts).
- Participate in freshman orientation sessions and admissions events to inform students, their partners, and supportive others about career development and student employment services.
- Assist the Director of Career Development with other tasks related to the function of the office.

- Continue professional growth and maintain professional competence; actively participate in professional activities that strengthen ties between the College and organizations seeking to employ the college-educated work force (e.g., EACE, Inc. – Eastern Association of Colleges and Employers).

Occasional Job Functions:

Perform other duties as assigned by the Director of the Career Development Center. Attendance at on and off campus events outside of the standard workday.

REQUIRED QUALIFICATION STANDARDS:

Education:

Master's degree in higher education/college student personnel or related area.

Experience:

A minimum of two years of experience providing career counseling services and employer relations (which includes managing an on-line job posting system).

Skills, Knowledge and Abilities:

- Excellent counseling, collaboration, and organizational skills.
- Strong verbal and written communication skills.
- Knowledge of career development theory and decision-making strategies.
- Proven ability to effectively interact with and communicate with diverse student populations.
- Willingness and ability to work cooperatively in a team approach.
- Knowledge of and comfort with technology to deliver career services.
- Ability to work non-standard hours.

PREFERRED:

- Career counseling experience in a higher education setting.
- Experience working with a federally funded program.
- Experience working with CSO's Interfase / GradLeader system.
- Knowledge of Rhode Island job market.
- Bilingual in English / Spanish (fluent in speaking and writing)

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions. Off-campus facilities may not be accessible to persons who are disabled.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.