



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: PSA
Date created or revised: 9/13/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Director, Career Development Center
Status: Full-time, 35 hours/week
Grade: 12
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Associate Vice President for Student Services

PRIMARY PURPOSE:

The Director of the Career Development Center provides leadership for initiating, implementing, and coordinating career planning/placement services for students and alumni; overseeing experiential education programs; and administering undergraduate on-campus student employment. The Director's duties include policy and program development and evaluation; planning and budgeting; staff recruitment, development, supervision and evaluation; liaison with a variety of constituents, both on and off campus.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Develop and implement a best practice model for career services that supports and enhances the Rhode Island College student experience, satisfaction and success outcomes.
- Recruit, train, coordinate, supervise and evaluate all professional, clerical and student staff of the Career Development Center. Lead staff meetings, retreats and professional development events to build a cohesive, efficient and productive unit.
- Develop, review, evaluate and implement all policies related to career planning, experiential learning, and student employment services.
- Manage the operating budget for the Career Development Center and authorize all expenditures. Create strategies to generate alternate sources of revenue.
- Create marketing and outreach strategies to increase visibility of the Career Development Center within and outside of the College.
- Coordinate programs, services, and policies of the Career Development Center with other on-campus departments, other institutions of higher education, prospective employers, etc. including, but not limited to, job and graduate school fairs, internships and experiential education opportunities.
- Work with Institutional Research to establish effective and efficient methods of collecting and reporting student employment data.
- Review and update annually all career services and student employment publications, forms and surveys.
- Develop and implement a successful on-campus recruiting program.
- Provide leadership in implementation of evolving technologies including computer-based programs for evaluation, office management, information databases, networks and technologies.

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- Maintain an up-to-date career resources library.
- Administrate and supervise an efficient credential service.
- Counsel students concerning career decision-making and job search techniques.
- Maintain membership and active involvement in professional organizations, meetings, etc.
- Work closely with Alumni Affairs team to provide services to alumni and develop mentoring strategies for students.

Occasional Job Functions:

Assume other duties and responsibilities as assigned by Vice President, Student Success. -Attendance at on and off campus events outside of the standard workday.

REQUIRED QUALIFICATION STANDARDS:

Education:

Master's Degree in Counseling, higher education administration and college student personnel administration or other appropriate field.

Experience:

- Five years' work experience in higher education career-related services. Professional experience in career planning and placement and staff management and budget oversight.
- Demonstrated experience with improvement of services for students and developing innovative programming and opportunities by students.

Skills, Knowledge and Abilities:

- Demonstrated ability to form and fully leverage cross-functional teams of colleagues and academic/administrative leaders to develop policies and coordinate programming.
- Strong written and communication skills.
- Proven ability to work with a high level of independence in an agile environment, prioritize assignments and manage time and ambiguity effectively.
- Demonstrated interpersonal skills to foster and maintain effective relationships with students, faculty and staff.
- Proven ability to work and lead effectively in a highly diverse campus community.
- Demonstrated skills in administration, organization, supervision, and interpersonal skills.
- Ability to plan and implement programs, counsel students and involve oneself with college activities.
- Comprehensive understanding of career development, job search strategies, job market trends, employer relations contemporary recruitment methodologies, and trends in career services including the use of current technologies.
- Proven skills in building quality partnerships within the business, industrial, and educational communities.

PREFERRED:

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Bilingual in English / Spanish (fluent in speaking and writing).

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

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.