



**DATE ISSUED:** 10/05

**FLSA:** Exempt

**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Assistant Director, Career Services

### **JOB SUMMARY**

Provides career development and job search services for students and alumni. Performs responsible work in assisting students identify career goals and locate job opportunities. Responsibilities include employer relations, career advising/counseling, increasing the visibility and support of the program, enhancing existing services, conducting research or benchmarking institutions to identify best practices and developing and presenting career related topics to various audiences. Work is performed under administrative guidance and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Director, Career Services

*Supervises:* May supervise Career Services Professional and Support Staff

### **PRIMARY DUTIES - May include, but not limited to the following:**

Assists the Director with the operational, financial and staff development activities of the Career Services Department and provides same support in the absence of the Director.

Develops and maintains employer relations.

Solicits job opportunities from employers.

Coordinates on-campus recruiting activities.

Coordinates Career Days for all campus locations.

Maintains effective communication with employers, faculty, staff, and students.

Manages, coordinates, and publicizes on-campus job recruiting activities.

Creates effective marketing strategies/materials to increase participation in Career Services events.

Conducts mock interviews and critiques resumes.

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Prepares/presents seminars on career planning, resume writing, job search skills, and interviewing techniques.  
Advises students on job openings, recruiting, and job fair opportunities.  
Develops a process and method used for tracking and reporting employment statistics of recent graduates.  
Oversees on-line resume exchange management system.  
Monitors and reports trends and activities that affect Career Services and the Student Life Division.  
Monitors and responds to email messages received or route messages to appropriate Career Services Staff.  
Adheres to workplace safety policies and guidelines.  
Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ADDITIONAL DUTIES**

Performs other duties as requested.

### **EDUCATION**

Master's degree in Higher Education, Counseling, Business Administration, Marketing, or related field.

### **EXPERIENCE**

A minimum of three years of progressively responsible experience in career service, college relations and marketing, or business experience, preferably in the field of placement.

### **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

Ability to plan, direct, and evaluate a complex operation, using manpower, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.  
Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.  
Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.  
Ability to apply budgetary and fiscal planning techniques within financial constraints.  
Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.  
Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.

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Ability to communicate effectively -orally, by phone, in person, and in writing.  
Ability to provide and analyze statistical data for periodic and end of year reporting.  
Ability to be sensitive to issues of diversity and ability to work in a diverse environment.  
Ability to work autonomously and as a team oriented individual that is able to work evenings and weekends as needed.  
Ability and familiarity with computer applications in a career services setting.  
Ability and willingness to occasionally travel on behalf of TWU and the Career Services Department.  
Ability to use a personal computer and other office equipment.

### ***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 must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye. May be required to sit for long periods of time.

### ***WORK ENVIRONMENT***

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors in an office setting. The noise level is usually low to moderate. While performing the duties of this position, the employee may be required to travel.

### ***SAFETY***

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

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*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***