



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

POSITION:	Assistant Director of Career Placement
LOCATION:	Workforce Partnerships
REPORTS TO:	Executive Director of Workforce Development Partnerships
GRADE:	CCRIPSA 12
WORK SCHEDULE:	35 hours per week; Non-Standard Evening/Weekend work occasionally required
SUPERVISES:	Professional staff, clerical staff, and student help as assigned

JOB SUMMARY: Support the director in the overall management of Career Planning. Oversee all aspects of the career placement and experiential learning so as to ensure that students and alumni are given opportunities to explore and select career options and acquire work related experiences to maximize career placement prospects. Develop additional recruiting relationships; work with faculty and staff to develop new recruiting contacts and maintain effective relationships with exiting recruiters. Develop outreach programs to encourage participation in Career Planning events and activities with the Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serve as the centralized college representative to the employment community. Set and establish procedures regarding recruitment; review legal and ethical issues in recruitment; recommend and evaluate policy decisions.

Provide direct career counseling and/or career placement assistance on assigned campus as needed.

Manage the department in the absence of the director. Coordinate the staff and activities of either a campus site or an area of responsibility within the department as determined by the director and in line with department needs.

Manage the Cooperative Work Education Seminar (LIBA 1000) including scheduling and the selection and training of College personnel and employers in the concepts, practices, and supervision of the internship program.

Knight Campus

Serve as the primary liaison with Alumni Affairs to ensure that alumni have access to all workshops, placement assistance, career events, online tools, and networking opportunities and those services continue to serve the needs of the alumni community.

Maintain healthy and productive relationships with all college and divisional departments, as well as with College faculty and staff to ensure that all parties are aware of opportunities for career development for students and alumni.

Develop and maintain partnerships and relationships with business, industry and non-profits for the purposes of keeping college programs current and vital as well as networking to ensure maximum opportunities for CCRI students and alumni.

Develop and write informational, educational and promotional material for distribution to students, college departments, and employers as needed.

Serve as an administrator of all data systems and software used by the department. Provide statistical and qualitative reports internally within the department as well as preparing reports for employers, academic departments and other constituencies as necessary.

Remain abreast of trends in career education, employment, the economy, and in affiliated business and industry.

Represent the department or the director on internal and external committees as designated.

All other related duties as may be assigned.

LICENSES, TOOLS, AND EQUIPMENT:

Proficiency with desktop information technology, including personal computers, modern software databases, and associated peripheral equipment and software.

Proficiency with modern office equipment such as printers, faxes, telephone systems, and copiers.

Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Master's degree in student personnel services, higher education, counseling, adult education or similar program required; or eight years of progressively responsible positions in a college career services office and a Bachelor's degree.

Management experience in a college career services office preferred.

At least five years of progressively responsible experience in student work placement, experiential learning, or student career counseling.

Must be well-versed in career development theory and recognized best professional practices.

Must have strong interpersonal skills and demonstrated proficiency in written and oral communications.

Familiarity with electronic databases and third-party software that facilitates employment and career exploration.

Administrative, leadership, supervisory and organizational skills with an ability to prioritize is required.

Demonstrated ability to network, advocate and interface with various institutional and departmental constituents.

CCRI is an Equal Opportunity / Diversity Employer.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.