



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

TITLE: Director of Career Services

LOCATION: Workforce Partnerships

REPORTS TO: Executive Director of Workforce Development Partnerships

GRADE: CCRIPSA 14

WORK SCHEDULE: 35 hours per week, non-standard.
Evening/Weekend work occasionally required

SUPERVISES: Professional staff, clerical staff, and student help, as assigned

BASIC FUNCTION: Responsible for the supervision and coordination of all Career Planning programs and activities, 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Establish departmental policy and procedures in alignment with institutional mission.

Supervise and coordinate all staff, programs, and activities across all campus and off-campus locations to ensure the highest quality service to students, alumni and businesses; as well as provide consistency of approach, message, and procedures for effective communications, teamwork, and customer service.

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

Provide and maintain an effective career discovery and planning program for new students, recent graduates, and alumni including administering career assessments, providing career resource and research materials, and direct career counseling and advising, across all campuses for all constituencies.

Provide and maintain an effective experiential education program for students and alumni through internships, work-study jobs, and part-time employment opportunities. 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

Provide and maintain an effective placement support program for students and alumni through preparation workshops, placement assistance, career events, online tools, and networking opportunities.

Manage the departmental budget.

Coordinate with other departments to identify and implement joint initiatives which would introduce new, career related opportunities and benefits to students.

Periodically submit to the Dean recommended goals, strategies, plans, reports, and budgets.

Assist in the preparation and publication of the annual Career Placement and Graduate Transfer Report.

Maintain healthy and productive relationships with all college and divisional departments, as well as with college faculty and staff. Regularly build and develop strong relations with academic departments for the purposes of increasing communication regarding industry trends and the effectiveness of internship programs.

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.

Ensure that career information and resources are current and made available to the entire CCRI community as needed, such as through the on-line job locator, CSO, the Career Planning website, passive education, and other electronic and hard-copy media. Remain abreast of trends in career education, employment, the economy, and in affiliated business and industry.

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 higher education, counseling, adult education or similar program required.

Management experience in the above preferred.

At least seven years' experience in student work experience placement, student career counseling, teaching, or business training services.

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.

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

Proven skills in marketing, collaboration, and team work.

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.

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