



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

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

**CCRI Mission:**

The Community College of Rhode Island is the state's only public comprehensive associate degree-granting institution. We provide affordable open access to higher education at locations throughout the state. Our primary mission is to offer recent high school graduates and returning adults the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs. We meet the wide-ranging educational needs of our diverse student population, building on our rich tradition of excellence in teaching and our dedication to all students with the ability and motivation to succeed. We set high academic standards necessary for transfer and career success, champion diversity, respond to community needs, and contribute to our state's economic development and the region's workforce.

**JOB SUMMARY:** Support the director in the overall management of Career Services. Oversee all aspects of 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 experience to maximize career placement prospects. Develop additional recruiting relationships; work with faculty and staff to develop new recruiting contacts and maintain effective relationships with existing recruiters. Develop outreach programs to encourage participation in Career Services events and activities with the Director.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- 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.

**Knight Campus**

- 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 Experience Seminar (LIBA 1010) including scheduling and the selection and training of College personnel and employers in the concepts, practices, and supervision of the internship program.
- 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 CCRJ 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.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment.
- All other related duties as may be assigned.

#### **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.

**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.

**CCRI is an Equal Opportunity / Affirmative Action Employer.**

CCRI recognizes that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment and to helping prepare our students for lifelong success. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Director of Institutional Equity & Title IX Coordinator, Elizabeth Canning, [ecanning@ccri.edu](mailto:ecanning@ccri.edu).

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:

<http://www.ccri.edu/campuspolice/clery/report/>