



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

POSITION:	Assistant Director of Career Development
LOCATION:	Workforce Partnerships
REPORTS TO:	Director of Career Services
GRADE:	CCRI PSA 12
WORK SCHEDULE:	Non-Standard; 35 hours per week
SUPERVISES:	Professional staff, clerical staff and student help as assigned

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 Planning. Oversee all aspects of career counseling and discernment programs and services. Develop and implement career exploration, decision-making and planning programs through individual assessments and group outreach across campuses. Work with faculty and academic advising staff to ensure accurate and current career trends and data are shared and to ensure that program and degree requirements are accurately conveyed in career exploration materials and programs. Develop outreach programs to encourage participation in career exploration events and activities with an eye to student selection and commitment to an academic program

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serve as the primary contact between Career Planning and Academic Advising. Ensure printed and presented material is accurate and consistent with academic requirements. Build

Knight Campus

relationships with academic areas in order to better represent and explain the relationship between career pathways and degree programs.

Provide direct career counseling and exploration activities on assigned campuses 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.

Assist students in developing skills and effectiveness in career planning. Utilize various written and electronic assessment tools to help students focus their career exploration. Administer self-assessment inventories to determine a base-line for choosing a career direction. Review results with students. Assist in generating options and formulating action steps toward goal achievement.

Demonstrate commitment to the CCRI mission and its diverse student populations.

Provide career counseling and exploration to alumni as requested. Develop career counseling programs and services targeted towards unique populations and under-represented groups.

Engage in high-quality counseling in a diverse, student-centered environment.

Maintain healthy and productive relationships with all college and divisional departments, as well as academic departments and student organizations to ensure that all parties are aware of opportunities for career exploration and that opportunities to conduct outreach in other venues are developed.

Develop multiple and diverse marketing and outreach strategies to promote career counseling and exploration services including classroom presentations, group explorations sessions, software demonstrations, tabling events, etc.

Remain abreast of trends in career education, employment, the economy, and academic program requirements.

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.

MINIMUM QUALIFICATIONS:

Master's degree in student personnel services, higher education, counseling, adult education or similar program required; **OR** a bachelor's degree with eight (8) years of progressively responsible positions in a college career services office.

Management experience in a college career services office preferred.

At least five (5) years of progressively responsible experience in student work placement, experiential learning, or student career counseling.

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

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.

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

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, ehcanning@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://ccri.edu/campuspolice/pdfs/ANNUAL-SECURITY-REPORT-FINAL.pdf>