



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Assistant Director Career Counseling
POSITION NO.	502467
LOCATION	All Campuses - Initially the Warwick Campus
REPORTS TO	Director Career Services and Experiential Education
GRADE	PSA 12
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	Professional and clerical staff
REVISION DATE	12/22/2023

JOB SUMMARY:

The Division of Workforce Partnerships works in close collaboration with industry and business leaders to ensure the college's offerings are meeting both current and future workforce needs. The division provides Workforce, Adult Education, and Transportation Education programs as well as Career Service and Employer Solutions offerings in service to CCRI students, the Rhode Island community and beyond.

The Assistant Director of Career Counseling will support the Director of Career Services in the overall management of Career Services. The Assistant Director of Career Counseling will develop and implement career exploration, decision-making and planning programs through individual assessments and group outreach across campuses. The Assistant Director of Career Counseling will 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. The Assistant Director of Career Counseling will develop outreach programs to encourage participation in career exploration events and activities with an eye to student selection and commitment to an academic program.

DUTIES AND RESPONSIBILITIES:

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment. Student Support and Services:
- Provide direct career counseling and/or career placement assistance as needed.
- 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.
- Provide career counseling and exploration to alumni as requested.
- Conceptualize, develop and lead career counseling programs, workshops and services targeted towards unique populations and under-represented groups.
- Engage in high-quality counseling in a diverse, student-centered environment. College and Community Engagement:
- Serve as a primary contact between Career Planning and Academic Advising.
- Build relationships with academic areas in order to better represent and explain the relationship between career pathways and degree programs.
- 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.
- Represent the department or the director on internal and external committees as designated. Team Collaboration and Departmental Support:
- Ensure printed and presented material is accurate and consistent with academic requirements.
- 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.

- 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.
- All other related duties as may be assigned.

LICENSES, TOOLS, AND EQUIPMENT:

All modern office equipment and software, including but not limited to Microsoft Office, PowerPoint, Excel and Word.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bachelor's degree
- Four years of experience in progressively responsible positions in career services
- Four years of progressively responsible experience in student work placement, experiential learning, or career counseling

PREFERRED QUALIFICATIONS:

- Administrative, leadership, supervisory and organizational skills with an ability to prioritize.
- Demonstrated ability to network, advocate and interface with various constituents
- Well-versed in career development theory and recognized best professional practices.
- Strong interpersonal skills and demonstrated proficiency in written and oral communications.
- Extended experience using electronic databases and third-party software that facilitates employment and career exploration.
- Master's degree in student personnel services, higher education, counseling, adult education or similar program.
- Management experience in a college career services office.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.