



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Assistant Director Career Placement
<b>POSITION NO.</b>	502147
<b>LOCATION</b>	Liston Campus
<b>REPORTS TO</b>	Executive Director
<b>GRADE</b>	PSA 12
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week; Evening/weekend work sometimes required
<b>SUPERVISION</b>	N/A
<b>LIMITATION (if applicable)</b>	
<b>REVISION DATE</b>	April 29, 2024

---

**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.

**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.
- 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 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.
- 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.

**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:**

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

**PREFERRED QUALIFICATIONS:**

- Management experience in a college career services office preferred.

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