



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Associate Director of Career Education and Engagement
POSITION NO.	502467
LOCATION	Warwick Campus
REPORTS TO	Executive Director of Workforce Partnerships
GRADE	PSA 13
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	Does this position supervise others
LIMITATION (if applicable)	N/A
REVISION DATE	September 2024

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 Associate Director of Career Education and Engagement is a strategic leader responsible for the development, implementation, and assessment of comprehensive career education and readiness programs and services for students, faculty and staff at the College. The Associate Director will collaborate with academic departments, Students Affairs, Workforce Partnerships, Career Services staff and external partners to create an accessible and equitable career education experience for all students, providing them with tools and resources needed for professional exposure and success. As a member of the Career Services team, the Associate Director will meet with students through individual or group meetings and support Career Services events and activities as needed.

DUTIES AND RESPONSIBILITIES:

Career Education:

- Provide direct career counseling to students and alumni across all campuses and online as needed through individual and group counseling and classroom presentations
- Review, evaluate and recommend systems for continuous improvement in career platforms, training and use
- Lead classroom presentations and workshops aligned with career education and personal development

Engagement:

- Integrate career exposure into academic courses and student journey through work-based learning and college-wide activities
- Implement career exploration, career projects, and personal development activities at different touchpoints in the student experience (i.e. Honors projects, career milestones, orientation, etc)
- Develop and deliver training programs for faculty and staff on incorporating career development into courses
- Function as Career Services point of contact for Academic and Career Pathways (aka Guided Pathways) for students, faculty, and external partners
- Serve as primary contact with Student Affairs, Admissions, and DSS to increase access and opportunities for students' career exploration and preparation
- Develop and write informational, educational and promotional material for distribution to students, college departments, and employers as needed

Staff Supervision & Teamwork:

- Supervise Career Placement Officer/s; provide ongoing feedback and annual performance evaluation
- Hire, train and supervise Career Counselors and/or support staff
- Utilize career assessments and train staff and faculty in career education resources

- Lead professional development trainings and share resources on best practices in career advising and education
- Assist with Career Services events and activities as needed

Duties and Responsibilities:

- Develop and implement career exploration, decision-making and planning programs through individual assessments and group outreach across campuses and online
- Support the Director of Career Services in the overall management of Career Services
- 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 student participation in career exploration events and activities

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
- Will have management experience in a college career services office

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