



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Associate Director of Career Services Employer
POSITION NO.	502147
LOCATION	Warwick Campus
REPORTS TO	Director of Career Services & Experiential Education
GRADE	PSA 13
WORK SCHEDULE	Non-Standard: 35 hours per week; Evening/weekend work sometimes required
SUPERVISION	Does this position supervise others
LIMITATION (if applicable)	N/A
REVISION DATE	July 2024

JOB SUMMARY:

Support the director in the overall management of Career Services. Oversee all aspects of employer engagement to ensure that students and alumni are given opportunities to explore and select career options and acquire work-related experience to maximize career prospects. Develop additional industry partnerships; work with faculty and staff to develop new employer contacts and maintain effective relationships with existing employers. Develop outreach programs to encourage participation in Career Services events and activities with the Director.

DUTIES AND RESPONSIBILITIES:

- 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
- Provide direct career counseling to students and alumni across all campuses and online as needed through individual and group counseling and classroom presentations
- Set and establish procedures regarding recruitment; review legal and ethical issues in recruitment; recommend and evaluate policy decisions
- Maintain health and productive relationships with all college and divisional department, as well as with College faculty and staff to ensure that all parties are aware of opportunities for career development for students and alumni
- Meaningfully engage faculty about industry and labor market trends through ongoing collaboration and delivering trainings
- 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
- Support 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
- Develop and write informational, education and promotional material for distribution to students, college departments, and employers as needed
- Lead and manage all Career Service related data, create and develop analytical reports, and report directly to Director of Career Services and Experiential Education with all findings
- 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
- Other duties as assigned
- Manage Career Services Officer (Additionally work-study and interns as needed)
- Execute career fairs that bring together student and employers to discuss employment opportunities
- Develop and create special student and employer events that engage students, alumni, and employers to encourage career conversations and networking

- Partner and engage with WBL Manager and Directors of Industry Partnership to determine a streamlined process for employer engagement
- Present industry-specific presentations to workforce programs
- Support college-wide work-based initiative through securing industry partners and providing support to integrate career-readiness to curriculum
- Oversee general maintenance of career services website

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

PREFERRED QUALIFICATIONS:

- 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.