UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Director, Career Services

DIVISION: Student Development

REPORTS TO: Director, Career Services

GRADE: 12

SUPERVISES: Professional, technical and clerical staff

BASIC FUNCTION:

To support the Director in the overall management of Career Services. Oversee all aspects of the on-campus recruiting program for current graduating students and alumni. Develop additional recruiting relationships through job fairs, network events, and corporate visits. Work with faculty, staff, employers and alumni to develop new recruiting contacts and to maintain effective relationships with existing recruiters. Develop counseling and outreach programs to encourage participation in campus recruiting events, including under-represented classes in the University student community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serve as the centralized University representative to the employment community. Set and establish procedures regarding recruitment; review legal and ethical issues in recruitment; recommend and evaluate policy decisions.

Develop liaisons and consult with administrators, deans, faculty members and employers concerning the operation of Career Services and trends that would affect individual customers.

Serve as a resource and consultant to career counseling staff and support staff regarding department policies and procedures, workshop planning, and recruiting issues.

Develop and write informational, educational and promotional material for distribution to students, University departments, and employers.

Manage staff in accomplishing the goals of the Office, specifically in the Director’s absence. Directly supervise the Coordinator of Recruitment; directly supervise staff in the absence of the Director.

Review, evaluate and recommend systems for continuous improvement in computer acquisition, training and use.
Design and implement systems which provide appropriate data collection and analysis for forecasting and reporting, to both internal and external customers.

Oversee on-campus recruiting program for current graduating students and alumni. Maintain close working relationships with corporate and nonprofit representatives and recruiters for job development opportunities, candidate referrals, and on- and off-campus recruiting efforts.

Oversee development and provision of registration materials and programs for students participating in recruiting events.

Provide career advising, job search advising and information to students individually and in groups.

Take leading role in job fair planning and implementation.

Provide reports and statistical information regarding employer relations. Provide counseling and outreach to students and alumni.

OTHER DUTIES AND RESPONSIBILITIES:

Collaborate with other University offices and faculty to ensure consistency and equity in provision of recruiting opportunities for students.

Participate in University committees and projects.

Assist Director in representing Career Services at University events and programs, and in divisional meetings.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Master’s degree in student personnel services, counseling, industrial personnel administration, business administration or related discipline with specific training in career counseling required. The following are also required: minimum of five years of progressively responsible administrative experience, at least two of which must be in college or university career services; supervisory, administrative and leadership skills; demonstrated ability to take initiative and exercise sound judgment in working with employing organizations, students and university faculty and staff; understanding of college/university academic programs and their relationships to the job market; strong awareness of
the job market, recruiting and hiring procedures, and EEO guidelines; ability to develop and maintain contacts with business and industry; superior knowledge of current technology used in a comprehensive career services operation; willingness to work flexible hours; strong interpersonal skills; a high level of computer literacy, specifically using the internet and web-based applications, and using and designing databases, word processing documents, and spreadsheets.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.