UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Director, Center for Career and Experiential Education

DIVISION: Academic Affairs (University College)

REPORTS TO: Dean, University College & Special Academic Programs

GRADE: 15

SUPERVISES: Professional, support and student staff

BASIC FUNCTION:

Provide transformational leadership in all aspects of career and experiential learning, including support for students, faculty, alumni and employers. Responsible for the day-to-day administration of the Center, including budget, personnel, and programming.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Support the strategic mission of the Center by aligning its goals and objectives with the mission of University College.

Focus on the use of data to evaluate all of the Center’s programs, services, and operations.

Use the latest technological strategies to improve all practices, policies, and procedures.

Effectively supervise the Center’s staff, including the utilization of team building and the articulation of a customer service orientation.

Ensure that the Center serves as a national model for best practices, fostering state and public/private industry partnerships related to career development, internships, service learning, and employer relations.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties as required.

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:

REQUIRED: An earned master’s degree in human development, higher education administration, business, counseling, human resources, or related field; minimum of five years of progressive management experience in career services and/or experiential learning in higher education; demonstrated experience in supervising professional, support, and student staff; demonstrated experience in analyzing organizational needs and structure; demonstrated experience in course development, both on-line and traditional; demonstrated comprehensive data analysis and assessment skills for program evaluation, learning outcomes, and data management; demonstrated experience in incorporating successful marketing strategies; demonstrated comprehensive knowledge of the technology associated with best practices in the areas of career services and experiential education; demonstrated experience in developing strategic partnerships with faculty, students, alumni, and community partners; demonstrated ability to lead an organization committed to diversity and inclusiveness; demonstrated excellent communication and interpersonal skills, including in counseling and advising interventions; demonstrated knowledge of current practices in career development and experiential learning; demonstrated ability to work with diverse groups.

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