UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Director, Advising, Center for Career and Experiential Education

DIVISION: Academic Affairs

REPORTS TO: Director, Center for Career and Experiential Education

GRADE: 12

SUPERVISES: Professional staff

BASIC FUNCTION:

Responsible for daily management of career and internship advising services provided for both faculty and career education specialists. Supervise career education specialists. Oversee and provide career and internship advising services to all students including individual, group, classes, and programs. Oversee all materials related to advising all students, including curriculum for ITR 304, the CCEE website, professional development modules, URI 101, and outreach to classes. Engage employers in the ITR program and internship process.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate the daily management of career and internship advising under the direction of the CCEE director. Serve as a resource and consultant to center staff and support staff regarding department policies and procedures, workshop planning, and recruiting issues.

Coordinate drop-in advising services, train and supervise career education specialists and student workers. Advise students individually and in groups.

Teach and advise students engaged in the ITR program.

Create course materials and lesson plans for online and blended ITR courses for career education specialists and faculty.

Promote and market ITR program to faculty and students.

Coordinate outreach efforts to faculty and students by career cluster.

Work with career education specialists and experiential learning instructors for continuous improvement of services, resources, and program effectiveness to all students.
Collaborate with student life, legal counsel and safety risk management offices to support student and supervisor agreements for experiential learning. Draft sample agreements by cluster as needed.

Partner with ATL to offer faculty workshops on experiential approaches to classroom design.

Review legal and ethical issues in industry recruitment and internships with students. Recommend and evaluate policy decisions.

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

Review, evaluate and recommend systems for continuous improvement in career and advising database platforms, training and use.

Design and implement systems which provide appropriate data collection and analysis for forecasting and reporting on internships for ITR program.

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

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 Center 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:

REQUIRED: Master’s degree in higher education-related field; Minimum of five years of experience in career and internship advising and oversight; Demonstrated ability to successfully collaborate with organizations offering internships; Demonstrated understanding of college/university academic programs and their relationships to the job market; Demonstrated understanding of the job market, recruiting and hiring procedures; Demonstrated knowledge of current technology used in a comprehensive career center; Demonstrated supervisory experience; Demonstrated ability to interpret institutional policies, plans, objectives, rules, and regulations and to communicate the interpretation to others; Demonstrated ability to prepare and present detailed reports of program assessment; Demonstrated teaching experience at the college level; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency
in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Demonstrated ability to prepare and deliver oral presentations.

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