

Class Code: 0503
Position#:..(NUNC) (E)..
Developed by:.....JR
Reviewed by:.....LK; SG
Approved by:.....LK
Date:.....1/14, 1/18

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. Work with state-wide government, public and private industries to support university's goals for meeting high wage high demand jobs. Assess, evaluate and report on graduate placements in the work force for all graduates of the University. Help coordinate assessment of University College for Academic Success initiatives.

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.

Coordinate the assessment team for UCAS initiatives around student academic success.

Report to each degree granting college on their graduate job or school placements

Collect, report on, and present experiential education, employer engagement, and recent graduate data

Teach career planning and/or internship courses

Design online professional development modules

Organize and deliver career fairs and professional development week activities to ensure all students have access to career and internship opportunities.

Work with the Governor's workforce, chambers of commerce, department of labor, and the RI student loan authority, to provide current best practices for supporting student internships and employment post-graduation.

Help to convene all state-wide career centers for collaboration in RI internship and work immersion practices

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.