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Developed by:.. KS
Reviewed by: KS,LK
Approved by: ...LK
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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 virtual and face to face career and internship advising services to all undergraduate students including individual, group, classes, and programs. Oversee all materials related to advising all students, including curriculum for ITR 304, ITR 300, the CCEE website, professional development modules, URI 101, and outreach to classes. Engage employers in the ITR Internship Program and internship process.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate the daily management of virtual and face to face 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 virtual and face to face drop-in advising services, train and supervise Career Education Specialists. Advise students individually and in groups.

Teach and advise students in virtual and face to face career development and internship seminar classes.

Completely use and support Career Education Specialists in using career assessments, including Myers-Briggs Type Indicator, CliftonStrengths, Values in Action (VIA), and others as appropriate.

Create course materials and lesson plans for face to face, online and blended ITR courses for Career Education Specialists and faculty.

Use the Brightspace learning management system for delivery of asynchronous online courses and as a supplement to face to face or synchronous online courses.

Infuse Diversity, Equity, Inclusion and Social Justice education into all teaching and curriculum.

In the area of Student Support, oversee student leaders in CCEE, including: Post student hiring in e-Campus; Manage front desk students employee schedules; Recruit and hire ambassadors, interns, and front desk students.

Promote and market ITR Internship 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.

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 Internship program.

Use Starfish, Handshake, eCampus, and Google platforms to manage data on all programming efforts, and student advising, recruitment and registration efforts.

Oversee development and provision of registration materials and programs for students participating in recruiting events and the ITR Internship program.

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.

Perform other duties as assigned.

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 take initiative and exercise sound judgment in working 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 ability to use and balance a variety of digital platforms; Demonstrated project management experience; 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; Demonstrated experience and dedication to integrating issues of inclusion, equity, and social justice into work, and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated ability to prepare and deliver oral presentations, and, Demonstrated experience in the use of career assessment tools, including Myers-Briggs Type Indicator, CliftonStrengths, Values in Action (VIA), and/or others.

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