Job Title: Assistant Director of Career Development

Department: Office of Career Development

Supervisor or Manager: Director of Career Development

Date Created: 04/26/2005     Last Revised: 07/14/2009     FLSA Status:

Approved by (print name): ________________________  Signature: ___________________________

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives of the Position:
- Students have a reliable resource where they can find information about issues regarding choosing a major, career development and career change, and graduate, law, and medical school
- Students receive assistance with cover letter and resume development and revision, job search strategies, interviewing skills, and networking skills, both one on one and through workshops and job fairs
- The on-campus recruiting program is managed and all recruiting activities for full-time positions are facilitated
- Students are informed of their options and are provided as many opportunities as possible

Essential Duties and Responsibilities:
- Counsels and assists students with career development issues such as choosing a major, career selection, resume and business correspondence development, job searching, and graduate school advising
- Utilizes assessment tools such as MBTI and FOCUS V2 as well as self-exploration to assist clients with the career development process
- Acts as an on-campus host for visiting company representatives
- Maintains strong knowledge of career library resources
- Initiates contact with potential employers for job postings, resume referrals, and networking contacts
- Teaches workshops and classes on resume writing, job searching, preparing for the recruitment process, and other topics as requested
- Plans, organizes, and facilitates annual Career & Internship Fairs
- Organizes full-time job opportunities and makes them easily accessible to students and alumni
- Participates in yearly programs in New York, Boston, and Burlington to assist students with the networking process

Secondary Responsibilities:
- Organizes events such as career panels and presentations for student participation
- Provides information on career and counseling services for campus events such as Admission Office open houses
- Maintains student resume database on the office website
- Updates the office website
- Represents career services in programs with other offices/departments and on-site sessions hosted by employers
- Works on career development issues with alumnae, staff, and graduate students

Positions Supervised:
- None
Position’s Major Contacts:

- Students
- Co-workers in the Office of Career Development
- Alumnae
- Graduate Students
- Recruiters
- Work-study students
- Staff of the College
- Faculty
- Parents and Families

Demonstrates Excellence in this Position:

- Utilizes strong communication skills and the ability to quickly establish a rapport with students and recruiters
- Spends time with the students in order to get to know them and what they are looking for in order to connect them to the resources that they need to achieve their goals
- Acts as a versatile team player who thrives on student interaction and excels in relationship-building
- Listens actively, and effectively communicates with strong verbal and written skills
- Maintains a high level of organization with excellent follow-through ability
- Possesses a rich understanding of a liberal arts setting and what it means to be a student in such a setting
- Makes presentations confidently and with a polished professionalism

Education and Work Experience Required:

- Advanced degree or equivalent combination of education and experience, including but not limited to advanced degrees in career development, higher education, counseling, and/or human resources
- Two to three years of professional experience in career development and/or job-search counseling or the equivalent

Analytic Skills Required:

- The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response is required

Language and Literacy Skills Required:

- Prepares and delivers written and spoken information to small and large groups. Effectively manages meetings. Often in speaking, represents the institution to the audience. Communicates regularly and effectively with a wide range of groups

Computer/Technology Skills Required:

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Other (please specify): None specified

Licenses, Certifications and Other Requirements:

- None required
- Myers-Briggs Type Indicator certification preferred
Physical Demands:
Work is often performed in a typical office environment requiring:
• Sitting in a normal seated position for extended periods of time
• Reaching by extending hand(s) or arm(s) in any direction
• Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
• Communication skills using the spoken word
• Vision sufficient to see within normal parameters
• Hearing sufficient to hear within normal range
• No or very limited physical effort
• No or very limited exposure to physical risk

While performing the duties of Assistant Director for Career Development, the employee must occasionally lift and/or move up to 10 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:
• The ability to work some irregular evening hours for workshops during the academic year, occasional weekends for specific events, and periodic overnight travel
• Creative thinking/reasoning abilities and demonstrated competency to oversee multiple tasks with attention to detail and the ability to work effectively with a broad range of internal and external constituents

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.