Saint Michael's College
Job Description

Job Title: Associate Director for Career Development

Department: Student Resource Center

Supervisor or Manager: Associate Director for Career Development

Date Created: 04/25/2005 Last Revised: 04/25/2005 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:
- All career-related services for undergraduate and graduate students and alumni are managed and maintained
- The Student Resource Center, through collaboration with the Director, is managed effectively and all matters are handled in a timely manner
- The career staff are supervised
- The budget for career services is monitored and managed
- Career counseling and advice is provided to undergraduate students in selection of majors, career decision-making, resume and cover letter preparation, graduate school applications, and job search strategies
- Career-related skills are taught and workshops, in-class presentations, and special events related to career development are available to the Saint Michael's College community as well as surrounding ones
- The career library resources are maintained

Essential Duties and Responsibilities:
- Counsels students on choosing a major and planning for a career or graduate school
- Facilitates clients’ self assessment through counseling and use of assessment tools such as Myers-Briggs Type Indicator and Focus II
- Teaches and assists undergraduate and graduate students and alumni to develop resumes, cover letters, graduate school essays, job search strategies, and networking skills
- Plans and implements career workshops and in-class presentations
- Evaluates and maintains comprehensive career resources, including a career library, internet resource lists, and content on the career development website
- Oversees all publications, flyers, brochures, and content of web pages related to career development
- Represents the College at specific events such as Family Weekend, Admission Open Houses, and as requested

Secondary Responsibilities:
- Collaborates with other departments (Parent and Alumni Relations, Study Abroad, Admissions, Student Life) to market services to alumni, families, prospective employers, and other external groups
- Directs activities of interns and work-study students
- Trains new staff

Positions Supervised:
- Assistant Director for Career Development- 1
- Career Development Counselor- 1
Position’s Major Contacts:
- Student Resource Center Staff
- Work-Study Students
- Students (undergraduate and graduate)
- Alumni
- Parents
- Faculty
- Other College Staff
- Recruiters and prospective employers

Demonstrates Excellence in this Position:
- Demonstrates a thorough understanding of student development, career development, different career fields, and employment trends
- Actively listens and possesses strong communication skills and the ability to empathize and connect with the clients in order to establish trust and mutual respect allowing the client to feel safe and comfortable discussing goals, fears, and aspirations
- Expertly assists clients with an assessment of their own interests, abilities, values, and experiences, and then helps the client relate these characteristics to potential areas of work and/or study
- Professionally and enthusiastically delivers oral presentations to a wide variety of audiences in workshops, classes, and College events in order to best identify with the audience and convey the information being presented
- Possess strong organizational skills, an understanding of the College’s mission, administrative policies and concerns, and the interests of various parties in order to effectively work as a team player, but also a leader, to manage the Student Resource Center

Education and Work Experience Required:
- Advanced degree or equivalent combination of education and experience with the focus being around a master’s degree in Higher Education-Student Affairs, Counseling, Education, and/or Human Resources
- A background in advising or counseling college students and/or experience in career services, preferably in a college setting

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
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 occasionally work irregular hours for evening workshops and weekend presentations for specific events such as Family Weekend
- The ability to travel occasionally, if needed, for special events co-sponsored with other departments

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.