

**JOB INFORMATION**

Effective Date	10/11/2021
Job Code:	3554
Job Title:	Associate Director, Career Services
Salary Grade/Structure:	060 - Admin-Professional
Career Level Name:	
FLSA Name:	Non-Exempt
EEO Code:	10-Exec/Admin/Mgmt
Job Function:	Student Engagement
Job Family:	Student Programs
Job Summary	The Associate Director provides leadership in developing, implementing and evaluating a comprehensive career counseling and placement program. Supervises professional career counselors, support staff, and student employees. Makes budget recommendations. Oversees day-to-day operation of career services, career planning, placement, and cooperative education programs. Develops employment opportunities for students and alumni. Collaborates with UHCL schools and programs. Develops use of innovative technologies to provide quality services. Provides direction on marketing initiatives and public relations materials. Provides career counseling to students.

**COMPETENCIES**

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

Education

Education Level	Education Details	Required/Preferred	
Master's Degree	in counseling, student development, higher education, human resource management or related field	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Considerable	years experience in career services in higher education; or in human resources management and staffing	Required	
Less than 3 yrs	Experience in career services in higher education is preferred. Administrative and supervisory experience is preferred. Experience in application of information technology to career services is preferred. Additional professional or business experience outside an academic setting	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
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## Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> <li>Knowledge of legal requirements affecting career services to ensure compliance (EEO, Affirmative Action, ADA).</li> </ul>	Proficient
<ul style="list-style-type: none"> <li>Administrative skills in planning, budgeting, assessing, and supervision.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Knowledge of adult development, career decision-making, job search strategies, recruitment, and labor market trends.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Skills in counseling and teaching a diverse student body and alumni.</li> </ul>	Proficient
<ul style="list-style-type: none"> <li>Skills in collaborative and innovative program development.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Excellent organization, communication, and presentation skills.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Ability to apply technology in providing quality services.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Familiarity with job market trends and current employment practices.</li> </ul>	Skilled

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> <li>Planning, budgeting, implementing and assessing comprehensive career services.</li> </ul>	15%
<ul style="list-style-type: none"> <li>Supervises professional career counselors, support staff and student employees. Oversees day-to-day operation of career planning, placement and co-op education programs.</li> </ul>	25%
<ul style="list-style-type: none"> <li>Works with external constituents to promote services and disseminate information. Maintains relationships with faculty and with the employer community. Coordinates development of employment opportunities for UHCL students and alumni.</li> </ul>	25%
<ul style="list-style-type: none"> <li>Provides individual and group career counseling and workshops.</li> </ul>	20%
<ul style="list-style-type: none"> <li>Implements innovative technology to provide quality services. Maintains databases and generates reports on client usage, market trends and employment information.</li> </ul>	15%

## PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

### Travel Requirements

Estimated Amount	Brief Description