

University of Houston – Clear Lake

Position Description

Job Title: **Assistant Director, Career Services**

Job Code: **2867**

Pay Grade: **040**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Master's degree in counseling, student development, higher education, human resource management or related field.	
Experience	Five years experience in Career Services in higher education; or in Human Resources Management and staffing.	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 is preferred.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The Assisant Director provides leadership in developing, implementing and evaluating a career placement program. Supervises the Coordinator, Employer Relations and student employees. Makes budget recommendations. Oversees day-to-day operation of career services placement activities 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.

Duties and responsibilities	% Time
Supervises Coordinator, Employer Relations and student employees.	20
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	20
Provides individual and group job search counseling and workshops.	20
Oversees career services placement and cooperative education programs.	20
Planning, budgeting, implementing and assessing career services placement programming.	10
Implements innovative technology to provide quality services. Maintains databases and generates reports on client usage, market trends, employment information, and contributes to career services outcomes.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.