

# University of Houston – Clear Lake

## Position Description

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

Job Code: **3554**

Pay Grade: **050**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Master's degree in Counseling, Student Development, Higher Education, Human Resources Management or related field.	
Experience	At least 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 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.

Duties and responsibilities

% Time

Supervises professional career counselors, support staff and student employees. Oversees day-to-day operation of career planning, placement and co-op education programs.	25
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.	25
Provides individual and group career counseling and workshops.	20
Planning, budgeting, implementing and assessing comprehensive career services.	15
Implements innovative technology to provide quality services. Maintains databases and generates reports on client usage, market trends and employment information.	15

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