

JOB INFORMATION

Effective Date	10/19/2021
Job Code:	2285
Job Title:	Director, Career Services
Salary Grade/Structure:	070 - Admin-Professional
Career Level Name:	M2 - Middle Manager
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Student Affairs
Job Family:	Student Programs
Job Summary	Provides a clear vision and overall leadership for an integrated career and counseling services. Responsible for planning, budgeting, assessing and supervision. Establishes policies and procedures for entire operation. Provides direct service counseling, teaching, outreach and consulting. Establishes collaborative relationships with internal and external constituencies. Conducts assessment and research. Oversees legal and ethical issues. Markets/promotes services.

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	Degree in Counseling, Student Development, Higher Education, Human Resource Management or a related field.	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Considerable	Five years of experience in career services in a higher education setting.	Required	
Less than 3 yrs	Two years of experience in an administrative and supervisory role.	Required	
Less than 3 yrs	Experience in application of information technology to career services.	Preferred	

Licenses and Certifications

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

KSAs	Proficiency
• Knowledge of legal requirements affecting career services to ensure compliance (EEO, Affirmative Action, ADA; FERPA).	Skilled
• Administrative skills in planning, budgeting, program assessment, and supervision.	Skilled
• Knowledge of adult development, career decision-making, job search strategies, recruitment, and cooperative education.	Skilled
• Skills in counseling and teaching a diverse student body and alumni.	Skilled
• Skills in collaborative and innovative program development.	Skilled
• Excellent organization, communication, and presentation skills.	Skilled
• Ability to implement technology in providing quality services.	Skilled
• Familiarity with job market trends and current employment practices.	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Responsible for planning, budgeting, supervision and administration of integrated department. Establishes, maintains, and enforces policies and procedures for effective services and oversees department compliance with legal and ethical issues.	35%
• Acquires and maintains appropriate resources: budget, physical facilities, and human resources.	10%
• Establishes collaborative relationships with internal and external constituencies. Participates in division and university activities, professional organizations, and community organizations.	20%
• Provides direct service through counseling, teaching, outreach, consulting, crisis intervention, and clinical supervision.	20%
• Conducts outcome based assessment, participates in research, generates reports and disseminates information.	5%
• Promotes services and develops new marketing initiatives.	5%
• Participates in appropriate professional development activities.	5%

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			
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
5%	To related events as needed.