

DIRECTOR OF CAREER SERVICES

Function of Job:

Under administrative supervision of the Dean or other designated supervisor, direct school/college career services designed to advance students and the school/college through the provision of career identification, job planning, job search consultation, outreach programs, career workshops and job development services for undergraduate and graduate students and alumni.

Characteristic Duties and Responsibilities:

1. Direct strategies and initiatives to build and support career services and provide career opportunities in public, non-profit and business sectors to school/college undergraduate and graduate students.
2. Work closely with degree programs, research centers, the Dean's Office and key external stakeholder groups to expand and maintain an employer recruitment network and to develop and sustain a continuum of internships and job placements.
3. Oversee promotional efforts for the school/college, including preparation of promotional material, brochures and advertisements.
4. Enhance and/or develop, maintain, and manage effective external relationships while marketing the school/college and its students to employers by initiating personal contact and traveling to meet with representatives of business, industry, and organizations to promote the school/college's students and programs; and represent the school/college to internal and external audiences.
5. Work with chairs, faculty and program directors to develop and promote internship opportunities to school/college students.
6. Work with the Alumni Office, development office, school/college faculty, alumni, and school/college and campus administrators to identify employment opportunities for students at both the undergraduate and graduate levels.
7. Establish partnership, communication, and referral network between all departments in the school/college and the campus career services center and provide career and job availability information, interview skills and resume writing training, and internship and job search assistance to students and alumni, both individually and in groups.
8. Disseminate information on career programs, internships and career opportunities and development activities to students, alumni, faculty and staff through appropriate media.
9. Solicit and utilize employer feedback to update curricula and to create and implement programs that respond to the needs of business, industry and organizations.
10. Develop internship and placement statistics for the school/college, working in conjunction with the campus career services center.
11. Perform other related duties as assigned.

Minimum Acceptable Qualifications:

1. Master's degree in Business administration, counseling, or closely related field and five years of general business work experience and/or human resources work experience.
2. Knowledge of information technology used in career planning and placement.
3. Experience conducting needs assessment and marketing people, products and services to external clients.

Additional Desirable Qualifications:

1. Work experience in a college/university environment.

5/1/08
System Approval

4/28/08
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.