

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2023**

ASSOCIATE DIRECTOR OF CAREER DEVELOPMENT

FLSA STATUS: EXEMPT – PAY GRADE: 20 - P

JOB FAMILY: STUDENT SERVICES – JOB FUNCTION: STUDENT SERVICES

GENERAL STATEMENT OF JOB

The Associate Director of Career Development provides assistance in all areas of Career Services and leads the College's Career Development efforts. In conjunction with the Director of Career Services, departmental and division leadership, and related student support staff, this position provides innovative and effective leadership to the daily operations and administration of assigned areas of career services which includes career guidance, career exploration, job readiness, job skills coaching, and job placement.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Assists in overseeing the collegewide Student Employment Program; coordinates career planning and employment programs and services; develops partnerships and programs to effectively and efficiently connect students with opportunities such as internships and employment; oversees the completion of the Memorandum of Understanding (MOU) document for such opportunities.

Co-approves purchases and monitors expenditures on a regular basis; provides input on short- and long-range unit planning, with emphasis on designing services to meet needs, generating revenues when needed, and allocating resources.

Coordinates collegewide events (i.e. Career Fair, Virtual Fair, Transfer Fair, and Industry Career Day); liaises with marketing to promote campus events and web updates; assists in development, implementation, and oversight of marketing strategies for career services/development, including the marketing of events and the creation of marketing brochures and other publications.

Provides leadership and expertise to new and existing student focused programming and processes related to assigned areas. Implements procedures, guidelines, and processes that are in accordance with current federal and state regulations related to career services and career development efforts; assists in implementation of College policies and practices that effectively enhance the student experience and student achievement.

Serves as a voice and advocate for students and staff regarding matters related to assigned areas; promotes and leads professional development advancement for the assigned area; establishes collaborative relationships with campus and administrative departments and community stakeholders to advance and promote student services programs; directly supervises and evaluates assigned staff; provides mentorship and leadership to staff.

Oversees the administrative functions for generating career reports related to areas such as student employment and continuing education status of graduates. Analyzes and reports on statistical data related to assigned areas.

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Participates in the implementation of the College's strategic plan; organizes, guides, and serves on committees and councils to participate in college-wide projects; and planning, implementation, and evaluation of policies and procedures; continually identifies new and innovative means by which the college can increase student success overall.

Assists in the selection and management of career services technology/systems. Provides website redevelopment input and recommendations for updates.

Assists in leading the development, implementation, scheduling, and delivery of career services/career development related workshops and trainings.

Position may work directly with students on various campus during peak service periods.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision may be exercised over assigned staff and/or student assistants.

MINIMUM QUALIFICATIONS

Bachelor's degree from a regionally accredited college or university supplemented by two (2) years of related experience.

PREFERRED QUALIFICATIONS

Master's degree from a regionally accredited college or university supplemented by two (2) years of related experience in higher education leadership.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 2016

Revised: 11/15/23