

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION**

DIRECTOR OF CAREER SERVICES

FLSA STATUS: EXEMPT – PAY GRADE 24

JOB FAMILY: STUDENT SERVICES JOB FUNCTION: STUDENT SERVICES

GENERAL STATEMENT OF JOB

Responsible for overseeing the career and job placement center. Provides leadership for career services staff. Develops and implements initiatives related to career development and job placement.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Plans, organizes and supervises the operational functions for the Career and Internship Placement Center.

Leads strategic college-wide efforts on cultivating relationships with external partners that advance internships and permanent job placement.

Provides leadership for career services programs and initiatives such resume writing workshops, mock-interviews, on-campus recruiting and job fairs for current students and alumni.

Builds effective relationships with internal partners and industry constituents to identify employment opportunities and advisory board initiatives.

Manages the college's career services/job placement system.

Partners with academic deans and faculty in the development of co-operative education, internships and experiential learning opportunities.

Identifies critical problems, develops resolutions strategies, and coordinates the necessary personnel to implement solutions.

Develops and submits statistical reports on activities, objectives, and assessment of services.

Maintains knowledge of employer recruiting strategies, job market trends, and career opportunities.

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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

A bachelor's degree from an accredited institution supplemented by five (5) years of related experience in higher education.

PREFERRED QUALIFICATIONS

A master's degree from an accredited college or university supplemented by five (5) years of related experience in higher education.

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.

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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: 8/19; revised April 2021