



Connecticut State Community College
Job Description
Campus Director of Career Services

Salary Level:
CCP 19 (Subject to Willis)

Date Approved/Revised:
11/22/23

Position Purpose:

The Campus Director of Career Services plays a vital role in leading career readiness, internship/job search activities, and professional skill development for students and alumni. Specifically, they deliver career-related advising, programs, and services that support students in reaching their academic, career, personal, and professional goals. The incumbent maintains extensive cooperative and collaborative relationships with the business community, faculty, staff and with professionals of peer institutions to share best practice and stay current on trends within the field.

Supervisory and Other Relationships:

The Campus Director of Career Services reports to the campus Associate Dean of Student Development or other administrator. Incumbent may supervise a Coordinator, Administrative Assistant or other staff as needed.

Examples of Duties:

The following examples of duties illustrate the general range of tasks assigned to the position, but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

- Deliver career advising and coaching (career development-focused counseling to include skill identification assistance, career exploration and guidance, career readiness / competencies, goal setting, job search skill development) and appropriate general academic direction.
- Provide students and alumni with career development and job search-related programs and activities; including engagement with employers (career fairs, career panels, employer visits, on-campus interview sessions, etc.), presentations, on-campus events, and workshops.
- Assist students and alumni in developing job search competencies to include resume writing and interviewing skills.
- In collaboration with guided pathways advisors, provide advanced student career exploration support, including assisting in the exploration of majors, particularly for “undecided” students.
- Serve as the campus "point person" to foster positive relationships with local, state, and national employers from all industry sectors to provide hiring/recruitment assistance; enhance employer outreach through online employment platforms, local chambers of commerce, regional business councils and professional associations.
- Coordinate postings on job board platform of student on-campus employment, off-campus employment, and, in partnership with academic program coordinators/faculty, paid and unpaid internships/externships.
- Facilitate seamless career planning between credit and workforce development/continuing education programs.
- Partner with Workforce Development and Continuing Education leadership to help support initiatives relevant to labor market trends, workforce investment funded programs, and general employment needs.
- Develop and maintain extensive and effective collaborative relationships with local and regional business and industry organizations to support their workforce and hiring needs.
- Manage, update, and maintain technology platforms (i.e., job listing portals and career explorations tools).
- Screen employers to determine legitimacy and assess/manage potential fraudulent postings.

- Update and maintain accurate career related materials, webpages, and other student resources.
- Publicize career services department offerings and events to students, alumni, community members, faculty, and employers using effective and strategic marketing techniques.
- Promote campus career services at events such as prospective student open house and new student orientation.
- Provide appropriate assistance for CCS 1001 instructors to support career exploration and development activities within course outcomes and assignments.
- Represent CT State at regional business and industry council meetings and serve on program advisory boards.
- Stay current on industry trends, job market conditions, and employment opportunities to best support students, and report on trends to appropriate stakeholders (administrators, program coordinators, department chairs, etc.)
- Provide supervision, leadership, and direction to assigned staff.
- Review and evaluate performance of assigned staff, providing guidance, appropriate training, and coaching where needed, and conduct constructive performance reviews.
- Manage career services department operational budget.

Professional Participation and Development:

In addition to the accountabilities listed above, the incumbent is required to carry out the essential duties of:

- Attendance and participation at convocation, commencement and honors ceremonies;
- Service on assigned committees and task forces;
- Attendance and participation at committee, staff, informational and professional meetings.

Qualifications:

Incumbents must possess proven ability to effectively work with a culturally, linguistically, and ethnically diverse faculty, staff, and students. They are expected to have excellent oral and written communication skills along with strong information technology literacy skills such as Microsoft Office (Word, Excel, Outlook, Teams etc.). Incumbents are required to have demonstrated advanced knowledge and abilities in the following:

- Significant experience and expertise in providing career advising for diverse undergraduate students, particularly focused on career exploration and self-assessment.
- Experience in student services/career advising, employer relations, and higher education management, preferably including community colleges, and/or significant experience in managing large-scale projects.
- Strong communication skills with demonstrated success in developing and maintaining professional relationships with various internal and external partners, including students, faculty, administration, and alumni, as well as other higher education institutions, employers, and professional organizations.
- A history of success with program development and project management.
- A commitment to principles of community and diversity and the ability and desire to relate to a diverse student population effectively and consistently.
- Information technology literacy skills and familiarity with online job search / networking platforms.
- Budgeting and fiscal experience.

These skills and abilities typically are acquired through a combination of education, training and experience which would include a Master's degree in an appropriately relevant field together with one to four years of related experience and up to two years of supervisory experience; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties.

Work Environment:

The incumbent typically performs work in offices, conference rooms and in locations where groups of students, faculty and staff gather. The work does not, normally, involve any significant physical effort. The incumbent may travel to public sites to make presentations as well as travel to regional or central meetings and conferences.