



Assistant Director of Center for Career & Professional Development & Internship Coordinator

Department: Center for Career & Professional Development

Job Status: 1.0 FTE

FLSA Status: Exempt

Reports To: Director of Center for Career & Professional Development

Grade/Level: N/A

Amount of Travel Required: Less than 5%

Work Schedule: M-F; 8:30 a.m. to 5:00 p.m.; 11 months; Evenings and weekends as required.

Positions Supervised: None

POSITION SUMMARY:

Develops and coordinates internships and experiential learning opportunities for Austin College students. Assists with student career advising and planning services. Performs essential functions personally, through others, or in conjunction/collaboration with designated personnel or outside vendors/experts.

ESSENTIAL FUNCTIONS (Duties and Responsibilities):

Reasonable Accommodations Statement

Reasonable Accommodations may be made to enable qualified individuals with physical or mental disabilities that substantially limit one or more "major life activities" to perform the essential functions. Essential functions exclude Other Job Function Statement(s).

Essential Functions Statement(s) To fully meet job expectations, the incumbent must perform each function in a fully acceptable manner.

- **Internship Program Services**
 - Provides leadership, oversight, and assessment of the Global Outreach (GO!) Fellowship, including management of the GO! operational budget and assisting students with application and program orientation process;
 - Coordinates internship events and workshops;
 - Networks with internal and external entities to develop and promote paid/unpaid internships and experiential learning for Austin College students
 - Consults and coordinates with campus constituents involved in phases of student internships including collection of campus-wide internship participant data for record keeping and Institutional Research
 - Supports and assists departmental internship programs as needed
 - Provides guidance to student applicants for Career Study off Campus and other college-sponsored internships.
- **Career Services Delivery**
 - Provides comprehensive career assessment and advising graduate/professional school advising, decision-making, and job search assistance to undergraduate and graduate students through individual and group coaching, supporting alumni in the same as needed;
 - Collaborates with academic and other divisions on campus to create and implement programs focusing on employability and professional skills development;

- Participates in the development and delivery of presentations on career exploration and job search strategies including, but not limited to, career decision-making, experiential learning, career related research, resume writing, networking strategies, interview techniques, and necessary Career Readiness Competencies;
- Participates in training of Career Peer Advisors in career theory, occupational information, resume evaluation, and job search strategies;
- Maintains records and reporting of all career center appointments, internship outcomes, and graduate first destination tracking.

Other Job Function Statement(s) To fully meet job expectations, the incumbent must perform each function in a fully acceptable manner.

- Participate in Austin College events such as Opening of School programs, graduation activities, and convocations;
- Serve on Academic Affairs and other college committees;
- Other Duties as assigned within the nature and scope of the position.

POSITION QUALIFICATIONS: (The **minimum** knowledge, skills, abilities, licenses, certifications, and behaviors necessary to perform the essential functions of the job at a fully acceptable level.)

KNOWLEDGE (Defines the mental aspects of the job. Knowledge is obtained through **education, experience, training, licensure, certification, or through a combination of the aforementioned.**)

Minimum: Bachelor's degree from an accredited institution with 3 years' of directly related experience or Master's degree from an accredited institution in higher education, human resources, counseling or related field with one year of directly related experience.

Desired: Experience working in higher education, career assessment and advising, experiential education programs, employer relations, or similar.

LICENSE or CERTIFICATION (To include, but not limited to: State requirements, e.g., counselor or nurse; professional certification in a specified discipline, e.g., Certified Public Accountant.) (N/A)

SKILLS (The **application of knowledge** by the manual, verbal, or mental manipulation of data, words, people, or things necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations, the incumbent must:

- utilize Microsoft Office (Word, Excel, Outlook, PowerPoint) or appropriate alternative and database software to the extent required to effectively perform the essential functions;
- utilize various technological resources for career center;
- analyze and solve basic to advanced level problems;
- communicate effectively using a variety of styles and techniques appropriate to inform or persuade the intended audience.

ABILITIES (*Natural talents, developed proficiencies, and or other job-related requirements.* This section includes **observable behaviors or behaviors that produce observable** results necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations, the incumbent must have the ability to:

- work evenings and weekends;
- work independently with little supervision;
- perform duties while maintaining the professional ethics and standards as stated by the National Association of Colleges and Employers (NACE);
- balance multiple projects and unstructured tasks within deadlines;
- work under pressure while maintaining a professional demeanor;

- work with all levels of students, employees and or third parties;
- maintain confidentiality regarding sensitive matters;
- acquire and apply new knowledge through personal development, research, on the job experience, training or education;
- network in a liaison capacity to a variety of internal and external constituents of the college
- model high standards of honesty, integrity, trust, and ethical behavior;
- develop positive and mature working relationships with other members of the Austin College community;
- take part in campus wide activities, committees and forums;
- work evenings or weekends;
- maintain regular and consistent attendance;
- use cognitive skills to: solve problems, develop, plan and implement goals, organize work or assigned projects.

BEHAVIORS Required by the institution of all employees within a classification (exempt, nonexempt, managerial/supervisory) necessary to fully meet job expectations of the essential functions and are formally reviewed during the annual performance evaluation process.)

To fully meet job expectations, the incumbent must demonstrate the following:

- Independence of Action/Initiative – Exercises good judgment in problem solving and decision making;
- Service Orientation – Exhibits a 'customer friendly' demeanor with internal and external customers;
- Resourcefulness/Creativity – Presents a variety of options to fulfill job responsibilities and meet workplace objectives;
- Communication Skills – Presents ideas effectively. Conveys thoughts clearly and concisely. Listens well and asks appropriate questions;
- Teamwork – Works effectively with other employees. Offers help when needed.

PHYSICAL REQUIREMENTS: The following represent the physical requirements of the essential job functions: Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting (up to 20 pounds) associated with the job duties is required.

WORK ENVIRONMENT: Typical office environment.

Disclaimer: The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. ***It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities.*** Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Executive Signature: _____ Date: _____