

**MARCH 2017**  
**FLSA: EXEMPT**  
**SALARY: GRADE T**

**CBA DESIGNATION: ACADEMIC MANAGEMENT**

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**DIRECTOR, CAREER CENTER**

**BASIC FUNCTION:** The Director is responsible for managing the daily operations of the Career Center to achieve maximum job placement. The Director will supervise, monitor, evaluate and motivate staff members to achieve all career services' goals including: employment rate, customer satisfaction, and employer presence on campus. Also, planning and coordinating career fairs and other career service events, as well as participating in general campus events, annual programs, and graduation ceremonies. Incumbent must maintain a high level of integrity and accuracy of all employment records.

**SUPERVISORY RESPONSIBILITIES:** Supervises classified staff, short-term and student workers.

**REPRESENTATIVE DUTIES (Illustrative Only):**

1. In consultation with the Dean of Student Life, set the mission and vision for the Career Center.
2. Develop, implement, and evaluate a comprehensive Career Center strategy and program, which supports the college's commitment to preparing students for professional success and helping them launch their careers.
3. Lead staff in implementing a comprehensive department strategy to ensure students' needs are met and students and alumni have access to relevant and timely career information.
4. Coordinate the reporting of employment statistics, as required by the Department of Education.
5. Ensure accurate use of student database system(s) and maintenance of Career Center website on a daily/weekly/monthly basis.
6. Collaborate with local businesses, Chambers of Commerce, and Workforce Development Agencies regarding employer satisfaction assessments.
7. Develop understanding of the unique needs within the various academic programs; prioritize and direct initiatives to develop programs and resources relevant to those needs in collaboration with faculty, department chairs and academic deans.
8. Provide exemplary leadership, mentorship and supervision to Career Center staff. Provide support and assistance in setting performance goals, reaching goals, and engaging in self-assessment. Conduct annual performance reviews.
9. Maintain a regular schedule of student appointments (walk-in and scheduled appointments) to ensure connectivity to student needs and understanding of the lived experiences of students and the Career Center team.
10. Oversee the department's budget and ensure that resources are aligned with priorities.
11. Stay current on changing economic and labor conditions, as well as industry trends in state, region, national and global.

12. Serve on college committees as requested.
13. Maintain an understanding of current ideas, research and practices pertaining to the areas of responsibility, through continued study and participation in professional organizations.
14. Performs other duties, related to the position, as assigned.

## **EDUCATION & EXPERIENCE:**

### **Education:**

Master's degree in business, higher education, counseling, or related field is required. Doctorate degree in business, higher education, or related field is preferred. (All degrees and units used to satisfy minimum qualifications shall be from accredited institutions.)

### **Experience:**

Minimum of two years in career or workforce development or related field is required. Preferred qualifications include at least three years of relevant and progressively responsible experience in a community college or university career center setting; proven leadership experience, excellent interpersonal, organizational, written and verbal communication skills; excellent public relations and presentation skills; proven ability to develop long-range planning; and budget experience.

## **KNOWLEDGE OF:**

- The mission of California Community Colleges;
- Extensive contacts within the corporate or educational communities;
- Current career development theory, student development theory, job search methods, resume writing, and interviewing skills;
- And experience with management and troubleshooting career management systems/technology.

## **ABILITY TO:**

- Effectively market the Career Center in securing professional placement for students with various academic disciplines and backgrounds;
- Cultivate an inclusive, diverse and welcoming environment is required.

**CONTACTS:** Co-workers, faculty, students, administrators, staff, the general public, local businesses, Chambers of Commerce, Workforce Development and other related agencies.

**PHYSICAL DEMANDS:** Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will require occasional travel.

**ENVIRONMENTAL ELEMENTS:** Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

**OTHER:** Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

The Riverside Community College District is an equal opportunity employer and recognizes the

need to provide reasonable accommodations to employees with disabilities. For more information, please contact (951) 222-8039.