Clark Atlanta University
Job Description

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Director, Career and Professional Development</th>
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<tbody>
<tr>
<td>Employee:</td>
<td>Full-Time</td>
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<tr>
<td>Department:</td>
<td>Student Affairs</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Associate Dean of Student Affairs- Student Development</td>
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<td>Salary:</td>
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The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Function (Description):

The Director of Career and Professional Development supervises, develops and supports the career advising team providing strategic guidance and leadership with faculty and staff across campus communicating the mission and goals of the university. He/she is also responsible for the day-to-day management of the office, including clerical, administrative and budgetary maintenance. The Director is also responsible for assisting with the direction, vision, development, and implementation of a variety of training workshops, networking opportunities and overall career development for students.

Examples of Duties and Responsibilities:

- Develop and evaluate the Strategic Plan and initiatives of the Department;
- Oversees the development and execution of various university communication plans and strategies;
- Develops and oversees employer relationship management to support student employment goals;
- Collaborates with academic deans and faculty to align services and experiential education programs with academic needs;
- Maintains and oversees all aspects of the campus career services department to ensure quality delivery of career services programs;
- Collaborates cross-functionally to ensure career services programs and materials are aligned with the Universities mission and goals;
- Supervises and develops the department staff, directs job performance standards to promote job accountability;
- Apply communications, information management and other technologies in administering and marketing career services;
- Counsel and educate students and alumni regarding career development, personal direction and job search techniques;
- Assist individuals to develop employment plans based on appraisals of aptitudes, interest and personality characteristics;
- Maintains consistent and frequent communication with students and potential employers during the job search period to influence a positive outcome;
- Collect, tabulate and compile departmental data and survey results;
- Develop and maintain systems and processes used to identify employment opportunities for students;
- Oversee annual spring career fair; invoice and document career fair participants;
- Develop and oversee budget management responsibilities;
- Represent CAU at the AUC Career Services Directors meetings and programs;
• Collaborate with the AUC Career Services center to create and expose students to career opportunities;

**Knowledge, Skills and Abilities**

- Must have Career Services Best Practices knowledge;
- Ability to learn software packages quickly;
- Marketing experience in a University setting;
- Understanding of student development, theory and practice;
- Ability to incorporate technology into daily operation of the program;
- Must be able to respond directly to questions asked by prospective students, their parents, and the general public in a group setting or on a one-to-one basis;
- Knowledge of multiple career fields, their employment outlook and rites of entry.
- Must have excellent computer skills (Microsoft Office).
- Strong oral and written communication skills.
- Must possess management and supervision skills.
- Must have the ability to be flexible and to effectively multi-task.
- Must possess keen interpersonal skills with the ability to establish strong rapport with students, faculty, staff and recruiters.

**Hiring Standards**

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<th>Education</th>
<th>Master’s Degree Preferred</th>
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<tr>
<td><strong>Years of Experience Required</strong></td>
<td>4 years Higher Education Experience or an equivalent combination of education and training.</td>
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<td><strong>Years of Management/Supervisor Experience</strong></td>
<td>2 years</td>
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