

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR, CAREER SERVICES

M204.100

BASIC FUNCTION: Under the general direction of the Dean, Student Enrollment Services the Director provides strategic leadership and overall supervision for the Career Center to ensure students and alumni are given career planning opportunities and acquire work-related experiences to maximize career placement and transfer prospects. Emphasis is placed on developing and strengthening relationships with industry partners and departments while ensuring that efforts are embedded in the operations of the Career Center, which includes implementing strategic planning to address identified needs for students, alumni and the workforce community. The Director coordinates various strategies to target and serve students of color and other minoritized groups to accomplish the District's equity goals. Performs related work as required.

REPRESENTATIVE DUTIES: *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent of any particular position. The essential duties of the position are indicated with an asterisk *)*

- *1. Manages operations and staff to ensure students, alumni, departments and business partners are served by utilizing career-related resources, systems and programs.
- *2. Establishes departmental policies and procedures in alignment with District's equity plan, and develops operating plans that include budgets, programs/services, personnel and technology.
- *3. Conducts needs analysis for staff and on-campus partners, provides guidance and training opportunities, evaluates staff to foster growth, and resolves personnel matters.
- *4. Develops and submits proposals, maintains program tracking, and collects and prepares data for statistical, financial, participant and program activity reports.
- *5. Oversees career planning programming for students, recent graduates, and alumni that include career assessments, and providing career resources and research materials.
- *6. Coordinates experiential learning program for students and alumni through internships, work-study jobs, and part-time employment opportunities.
- *7. Ensures delivery of placement support program for students and alumni through preparation workshops, placement assistance, career events, online tools, and networking opportunities.
- *8. Collaborates with departments to identify and implement joint career-related initiatives, and communicates industry trends and the effectiveness of initiatives.
- *9. Builds and maintains partnerships with employers to ensure market demands are met, college programs are aligned/current, and to maximize opportunity for students and alumni.
- *10. Maintains equitable access to information and resources such as through virtual events, an online job board, websites, and hard-copy media.
- *11. Meets with students for individual concerns and special circumstances regarding services.
- *12. Responsible for the hiring and retention of competent, qualified staff. Plan, organize, and manage the operations and activities of the Career Center which includes the participation and selection of hiring processes, supervision, training, evaluation, acting on employee problems and recommending employee discipline and discharge as appropriate, directing work and development of assigned staff.
- *13. Utilizes professional development opportunities to enhance skills in such things as equity-based practices, program development, career education, and local economics.

- *14. Ensures compliance with state and federal laws regarding matters such as federal work study, workers' compensation, internship compensation, and equal opportunity.
- *15. This position will involve travel within District service areas.
- *16. Participates on College committees in the development of campus policies.
- *17. Sensitivity to and an understanding of the diverse academic, socioeconomic, and ethnic backgrounds of staff, students, and the general public.
- 18. Serves on a variety of District committees as requested.
- 19. Performs related work as requested.

MINIMUM QUALIFICATIONS:**EDUCATION AND EXPERIENCE:**

- A Master's Degree in Counseling, Human Resources, Social Sciences, Educational Administration or a related field; **AND**
- One (1) year of increasingly responsible experience directly related to the duties and responsibilities of this classification, preferably in an academic setting.

CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:

- A valid California driver's license must be maintained throughout duration of employment with the District.

DESIRED QUALIFICATIONS:

- One (1) year of supervisory experience.
- Experience working with students, including disabled, re-entry, low income, underrepresented and other non-traditional populations in an education setting.
- Leadership experience within a community college student services program.
- A working background in human resources, workforce development or business services/marketing.
- Experience working with employers representing college's academic programs

KNOWLEDGE, SKILLS, AND ABILITIES: *(May be acquired through education, training, and/or experience.)*

Knowledge of and the ability to apply District policies, rules, procedures and the applicable updates, as well as the laws, codes and ordinances relative to the specific responsibilities of the position.

Knowledge of: post-secondary education especially as it relates to student services and success; basic research and evaluation processes and procedures; supervisory and managerial concepts and principles; career development theories, local industry sectors and career opportunities; diversity, equity, inclusion, research and statistics; policy and procedure development and methods of implementation; modern office procedures and technology, including the management of computer databases; the laws pertaining to employment and compensation; student development and career development.

Skills and Ability to: analyze, interpret and ensure compliance with regulations, rules, codes, contracts and applicable laws and apply them to departmental activities and functions; assemble and analyze empirical data for research studies; motivate and provide supervision and leadership to staff; assess student needs; plan and coordinate effective use of facilities and resources to achieve departmental goals; communicate effectively in challenging situations; compose complex reports; analyze problems and prepare comprehensive and clear recommendations; work with diverse populations; make public presentations; maintain records accurately; control and monitor departmental budget and expenditures; experience with strategic planning; building partnerships with businesses, agencies, and schools; possess an inclusive student-centered philosophy of providing services and resources.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provides direct supervision to subordinate staff.

PHYSICAL EFFORT:

Normal office environment.

CONTACTS:

All classifications of faculty, staff and administration at Butte College; management, faculty and staff from other educational institutions; students; general public.

WORKING CONDITIONS:

Normal office environment, subject to extensive student, faculty, staff, and general public contact.

NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.