



DATE ISSUED: 03/16
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Associate Director, Consulting and Programming

JOB SUMMARY

This position is responsible for all student and alumni career advising/counseling/consulting. In concert with faculty, key administrators, Academic Advising, the Pioneer Center for Student Excellence, and other relevant entities, the position will create and implement a model for service delivery across the university. This will include specific deployment within the colleges, the central career center and at all TWU campuses. This includes providing students with clear and sufficient opportunity for self-assessment as it relates to college majors and ultimately career choices. This position, both independently and collaboratively, will oversee and/or directly develop student programs, seminars, and/or workshops around relevant career topics. This includes creating innovative new programs and approaches and revising traditional ones to meet the current career needs of students and alums. Programming will be delivered via multiple channels including but not limited to face-to-face (classroom, workshops/seminars, larger events), on-line (webinars, podcasts), and social media, etc. Position is responsible for deployment of high quality services that improve and increase student access to job related advisement (resume assistance, networking and interviewing guidance, etc.). This includes increasing the visibility and support of the program(s), enhancing existing services, conducting research or benchmarking with institutions to identify best practices and developing and presenting career related topics to various audiences. The position serves as a key liaison between Career Services and college administrators, faculty, students and other career related entities. Position will supervise and evaluate a staff of professionals and support staff. Work is performed under general guidance and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Career Connections Center

Supervises: Career Consultants and Support Staff

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ESSENTIAL DUTIES - May include, but not limited to the following:

- Creates, prepares, and presents appropriate programming around student/alum self-assessment major and career goal decision making.
- Creates, prepares, and presents a variety of programming on career planning, resume writing, job search skills, interviewing techniques, etc.
- Advises and supervises student advisement on job openings, recruiting, and job fair opportunities.
- Develops, improves and maintains critical relationships with key campus constituents including appropriate faculty, Academic Advising, the Pioneer Center for Student Excellence, etc.
- Creates effective marketing strategies/materials to increase participation in Career Services events including the use of a variety of communication channels.
- Assists the Director with the operational, financial and staff development activities of Career Services.
- As required may provide coverage support in the absence of the Director.
- Monitors and reports trends and activities that affect Career Services and the Student Life Division.
- Adheres to workplace safety policies and guidelines.
- Provides staff development, efficient deployment, and consistency of approach.
- Resolves issues as required or brings to the attention of the director as needed.
- Remains current on career related topics and trends and communicates to appropriate audiences.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Master's degree in Higher Education, Counseling, Psychology, Student Life, or related field.

EXPERIENCE

Four years of progressively responsible experience in career services or related field.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Knowledge of and ability to implement/maintain a program of career counseling/advisement including familiarity with MBTI and similar tools via a variety of channels.
- Ability to plan, direct, and evaluate a complex operation, using human resources, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to communicate effectively -orally, by phone, electronically, in person, and in writing.
- Ability to provide and analyze statistical data for periodic and end of year reporting. Ability to be sensitive to issues of diversity and ability to work in a diverse environment.
- Ability to work autonomously and as a team oriented individual that is able to work evenings and weekends as needed.
- Ability and familiarity with computer applications in a career services setting.
- Ability and willingness to occasionally travel on behalf of TWU and the Career Services Department.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

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All positions at Texas Woman's University are deemed security sensitive requiring background checks.