

*Ball State University*  
***Professional Position Description***

***Position #:*** 100208

***Department:*** Career Center

***Dept Code:*** 150050

***Position Title:*** Assistant Director of Career Center

***Reports To:*** Associate Director for Career Development

***Contract Type:*** Professional--Cont Contract (11)

***Revision Dates:*** 10/2006; 5/2011; 1/2012

***Exempt1:*** Administrative

***Exempt2:***

***Direct Reports:*** None.

***Position Function:***

Coordinate programs and services for students, alumni, and faculty in select academic departments and liaison areas; coordinate career planning and job search programs and activities; provide career advising and educational programs for students and alumni through individual appointments and group presentations and discussion; assist with employer development and recruitment activities.

***Duties/Responsibilities:***

1. Provide drop-in, online and individual career advising for students and alumni.
2. Serve as liaison to and provide career development and job search programs for students, alumni, and faculty in assigned colleges; support other departmental liaisons as needed.
3. Serve as liaison to other university departments as assigned, providing programs and information.
4. Support departmental employer relations and recruitment activities including career fairs, networking events, information sessions, etc.
5. Develop and present departmental programs and workshops for career planning and exploration, professional development and job search strategies.
6. Serve on the Program Coordinating Group to plan and implement departmental programs; assess learning outcomes.
7. Supervise student career assistants or graduate assistants as assigned.
8. Participate in regularly scheduled meetings with the professional staff to manage programming, services, calendars, policies and procedures and other administrative details required by the Career Center.
9. Represent the Career Center on appropriate university committees.
10. Perform other related duties as assigned.

***Minimum Qualifications:***

***Education:*** Completion of a master's degree program in counseling, student personnel services or other related degree by date of appointment.

***Experience:***

***Other:*** Demonstrated skills in public speaking, advising, professional writing, program design, project organization and management, time management, and use of Microsoft Office software.

***Additional Preferred Qualifications:***

***Education:***

***Experience:*** One year of experience in a higher education setting such as counseling, academic advising, residence life, admissions or career services.

***Other:*** Knowledge of academic programs in liaison areas; ability to use new media for online service delivery.