CERRITOS COMMUNITY COLLEGE DISTRICT

JOB DESCRIPTION

CLASSIFICATION: Director of Career & Assessment Services

APPROVAL DATE:

GRADE: 8 (Management Salary Schedule) 09/02/98
       (Educational Administrator)

DEFINITION

Under the general direction of the Dean of Counseling Services, is responsible for the operations of assessment services, the career center, re-entry services, work evaluation, and job placement services.

DUTIES AND RESPONSIBILITIES

1. Responsible for the organization and supervision of Career Services and related programs.

2. Plans and develops programs and activities for Career Services.

3. Assists with budget planning and control.

4. Trains, directs, and supervises the work of staff members.

5. Assists in screening and recommending employees for Career Services.

6. Develops and maintains liaison relationships with faculty, management, and community agencies.

7. Develops and implements publicity and other activities related to recruitment and promotional information for Career Services.

8. Prepares and makes public presentations related to Career Services.

9. Participates in full-time management responsibilities, including meetings and committee assignments upon request.

10. Evaluates the Career Services personnel.

11. Performs other related duties as assigned.
EMPLOYMENT STANDARDS

1. Minimum of a Master’s degree in Counseling, Psychology, Student Personnel or related field from an accredited college or university required.

2. Minimum of one year of formal training, internship, or leadership experience reasonably related to this administrative assignment.

3. Evidence of experience in career guidance and career assessment.

4. Ability to provide leadership for Career Services and related programs.

5. Knowledge and understanding of the philosophy and objectives of the community college.

6. Understanding, sensitivity, and commitment to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic background of the student/community population.

7. Personal characteristics that ensure effective working relationships with college faculty, staff, and students.

8. Ability to communicate effectively with staff and students (both orally and in writing).

Revised Job Title: 5/3/06