

Colorado State University
Associate Director, Employment Counseling
The Career Center – Position Description

The Career Center provides comprehensive career services to students and alumni of Colorado State University including career identification and planning, internship options, job search assistance and employment opportunities. The Associate Director, Employment Counseling manages the Career Center Liaison counselors located in 7 college based satellite offices. These positions are a partnership between the 7 colleges and The Career Center. This position reports to the Director of The Career Center.

Colorado State University is located in Fort Collins, a city of 125,000 and 65 miles north of Denver. The City offers a unique blend of metropolitan advantages and small town friendliness. Located at the western edge of the Great Plains and at the eastern base of the Rocky Mountains, Fort Collins, with its ideal climate, provides easy access to numerous activities. Fort Collins was named number one in the 2006 "Best Place to Live" by Money Magazine.

PRIMARY RESPONSIBILITIES:

- Oversee job and internship search career counseling services for students and alumni as well as professional development and training in this area for the university-wide Career Center counseling team. Approximately 20%-30% of this person's time would involve providing counseling services.
- Develop and present innovative programming including workshops, educational programs, and career classes to assist students in the job and internship search process and increase student utilization of CareerRAM (CSO) and other job and internship search services.
- Hire, train, evaluate and supervise Career Center Liaisons to strengthen college partnerships and communication between satellite offices and Career Center.
- Direct the efforts of Career Center Liaisons consistent with the strategic plan to ensure excellent customer service to students, alumni, and employers while on campus as well as via electronic media.
- Work with Associate Director Employer Relations to ensure the integration of employer relations and counseling services in the Career Center.
- The Career Center is technology driven and the Associate Director needs to be current and skilled in the use of online career resources, management systems and other online resources and databases. Comfort with providing services via email and other web-based forums essential including social networking.
- Participate as a member of The Career Center management team providing input on client service initiatives, technology, campus relationships and other career services areas.
- Gather, compile and analyze data to assess student, faculty, staff and employer utilization, satisfaction and learning outcomes with career center activities.
- Provide Director annual budget requirements and work plans for assigned area.

Required Qualifications

- Bachelor's degree in, psychology, human resources, economics, liberal arts, business or related area.
- Minimum of five years' experience with hiring, training and supervision of full time professional staff.
- Minimum of three years' experience in career coaching, counseling, recruitment or human resources with extensive contact and customer relations in a business environment.
- Experience developing and making presentations to small and large groups.
- Experience working with underrepresented and diverse populations.

Preferred Qualifications

- Master's degree in career counseling, human resources, organizational development, higher education administration or related area.
- Outstanding leadership, communication and strategic skills with the ability to work effectively with a broad range of constituents and a proven track record of follow-through and measurable accomplishment.
- Strong administrative, organizational, problem-solving skills and attention-to-detail are essential in this position.
- Current and skilled in the use of data management systems and online assessment resources to measure outcomes (particularly learning outcomes) and results.
- Experience in a higher education environment is a definite plus.
- Ability to work independently and as a team member to develop programs & services.

Salary:

Salary is commensurate with experience and education – upper \$50's

Start Date:

Anticipated start date November 1, 2009 or sooner.

To Apply:

Applications will be accepted until the position is filled, but for full consideration, please send a letter of interest, resume and the names, addresses, email addresses, and telephone numbers of three references by **September 28, 2009 at 3:00 p.m. Mountain Time**. The letter must address qualifications listed in this position job description (which is also posted on The Career Center web site www.career.colostate.edu). Electronic delivery of application materials is required. E-mail your application, in MS Word format, to marcia.schenkel@colostate.edu. For questions you may contact Marcia Schenkel, Committee Administrative Support at (970) 491-1782. *You will receive email confirmation when your application materials have been received.*

Colorado State University is an equal opportunity/affirmative action employer and complies with all Federal and Colorado State laws, regulations, and executive orders regarding affirmative action requirements in all programs. The Office of Equal Opportunity and Diversity is located in 101 Student Services. In order to assist Colorado State University in meeting its affirmative action responsibilities, ethnic minorities, women and other protected class members are encouraged to apply and to so identify themselves.

SPECIAL REQUIREMENTS: "Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background

investigation for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.