State College of Florida, Manatee-Sarasota
Job Description

Job Title: Director, Career Resource Center
Reports to: Vice President, Educational & Student Services
FLSA Status: Exempt
Level: 214
Position Class:

Job Summary:
This position is responsible for coordinating all employment and career decision-making services and activities to alumni, current students and area employers in accordance with federal/state legislation and College policies/procedures.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Develops, implements, and directs employment activities relating to A.S. degree students with the Director of Occupational and Technical Education all A.S. program managers.

2. Establishes annual CRC goals in conjunction with College and Departmental goals. Directs all relevant activities in order to successfully accomplish annual goals.

3. Develops and maintains annual CRC budget.

4. Represents the Career Resource Center (CRC), Student Services and the College at meetings, events and on committees, on and off Campus.

5. Develops, implements, and maintains all State College of Florida, Manatee-Sarasota student employment rules, policies, and procedures.

6. Establishes appropriate guidelines for all on and off-campus employment recruiting, interviewing, hiring, and discipline.
7. Directs on-Campus recruiting activities and all phases of on-Campus employment of student workers.

8. Develops and presents workshops on career decision-making and employment topics. Assists students and alumni with career information, decisions, and preparation of resumes and cover letters, interviewing and job search techniques.

9. Prepares, delivers, and coordinates informational tours and presentations of the CRC to the College’s classes, staff and various organizations.

10. Evaluates and advises students and alumni regarding past employment and current qualifications in preparation for matching student’s experience with employers’ needs for job referrals.

11. Administers off-Campus employment (part and full time) by providing online listing of job and internship and mentoring opportunities. Provides online job posting and resume search services for area employers.

12. Performs job development with area employers to recruit employers or secure employment for students or alumni.

13. Hires, supervises, evaluates, and coaches Career Resource Center staff.

14. Researches, purchases, maintains, and evaluates a variety of programs and services in order to provide current and comprehensive resources to students, alumni, and employees.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Bachelor's degree from four-year college or university and three to five years’ related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
  One to two years of direct supervisory experience, including responsibility for hiring, firing, performance management, training and coaching is required.

- **Language Ability:**
  Ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents. Ability to respond to technical questions and/or complaints from College leadership, customers, regulatory agencies, or members of the community.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.
• **Reasoning Ability:**
  Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work with formulas, scientific equations, graphs, musical notes, etc.

• **Computer Skills:**
The employee must have working knowledge of word processing, spreadsheet, Internet and College and career databases, and email software.

• **Certificates and Licenses:**
  None required.

**Responsibility for People and Property:**
This position is responsible for the supervision of departmental staff.

This position develops and administers the departmental budget.

**Responsibility for Communication:**
• **Internal Contacts:**
  This position has routine contact with staff and students and frequent contact with faculty.

• **External Contacts:**
  This position has routine contact with area employers and the general public; frequent contact with College alumni and community organizations.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is routinely required to use manual dexterity, reach with hands, arms, and talk or hear. The employee is frequently required to stand, walk and sit. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl, taste or smell, and lift up to 10 pounds.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and Goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.
2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<td>Preparing Manager</td>
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