

JOB INFORMATION

Job Code	AD63
Job Description Title	Asst Dir, Career Coach & Prog
Pay Grade	AA11
Range Minimum	\$57,160
33rd %	\$70,500
Range Midpoint	\$77,170
67th %	\$83,840
Range Maximum	\$97,180
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	

JOB SUMMARY

The Assistant Director of Career Coaching and Program oversees all individual and group career coaching activities. Promotes signature programs related to career counseling and professional development to create the next generation of engineers capable of long-term success in a wide variety of career fields. Serves as an integral member of the Career Development and Corporate Relations leadership team.

RESPONSIBILITIES

- Leads and implements the direction of individual & group career coaching and program delivery to align with CDCR strategic goals including development and assessment of short-term and long-term goals and objectives.
- Directs coordination of career programs, seminars, workshops, class presentations, and events related to professional development, job and internship searches, networking and personal branding, resume writing, interview skills, and job offer negotiation.
- Serves as a liaison to university stakeholders such as the Office of Career Discovery and Success, college administrators, and departments. Conducts department, student services, and student organization outreach to promote career development programs and services; coordinates career development presentation requests.
- Hires, trains, coaches, supervises, and evaluates professional and graduate assistant staff; responsible for ensuring the training and development needs of personnel are met.
- Promotes and monitors student engagement in career development and coaching services; examines program impact on student outcomes and adapts career development coaching and programming services based on student outcome needs and impact. Develops surveys and other data collection tools in support of this activity.
- Provides individual and group career coaching for students and/or alumni regarding stages of the career development process including self-assessment, career exploration and decision-making, internship / job search materials and implementation, and job offer and salary negotiation. Conducts assessment of career development coaching appointments and programs.
- Provides input to the team to engage employers through interface of programs, employer visits, and position listings based on student disciplines and areas of interest.
- Serves as liaison to engineering alumni council activities as it relates to career development programming.
- Serves as a point of contact for employer and alumni on-campus visits related to student career development programs; facilitates student and employer program engagement.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience
Bachelor's Degree	Degree in Administration, Human Resources, Public Relations, Counseling, Higher Education Administration, Communications or related field.	And	5 years of	Experience in career services or career counseling. Must have at least 1 year mentoring, leading, or supervising employees.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of career development models and approaches to professional development programming.

Strong leadership skills.

Proficiency in writing solicitation letters and proposal materials and creating/managing budgets.

Well-developed communication skills, both written and verbal, and an aptitude for public speaking, excellent computer skills, well-developed organizational and interpersonal skills.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:
Ability to see information in print and/or electronically.