

**SAM HOUSTON STATE UNIVERSITY  
STAFF JOB CLASSIFICATION DESCRIPTION**

**TITLE:** Director of Career Services

**EEO CATEGORY:** Administrative

**JOB NUMBER:** 0-2145

**STATUS & GRADE:** E-NC

**DATE:** 07/2002

**DEPARTMENT:** Career Planning/Placement Center

**EDUCATION & EXPERIENCE REQUIREMENTS:** Bachelor's Degree in Business, Student Personnel Administration, Educational Administration, Counseling, or related field. Prefer Master's. Minimum of five (5) years experience at the managerial level in college or university placement, career development or college recruiting. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

**NATURE & PURPOSE OF POSITION:** Provides leadership as chief administrator for a comprehensive career planning and placement program which assists students and alumni in the process of planning a career and securing gainful employment.

**SUPERVISION GIVEN & RECEIVED:** Reports to the Assistant Vice President of Student Services. Supervises all professional and non-professional staff, including graduate interns.

**PRIMARY RESPONSIBILITIES:** Plans, directs and supervises all activities, programs and services of the Career Services Center. Makes decisions about objectives, operating procedures and policies. Insures compliance with applicable state and federal laws, University policy and divisional directives. Prepares and administers departmental budget. Responsible for employing, training, and supervising staff including professional, non-professional and student employees. Prepares reports, correspondence, brochures and numerous other communications. Establishes and directs effective systems for marketing and delivering services to students and employers. Liaison to other areas of the University community. Remains current in the professional field and conducts research as appropriate. Actively participate in professional organizations. Serves on committees as requested. Plans and coordinates future direction of the Career Services Center. Performs other related duties as assigned.

**OTHER SPECIFICATIONS:** Must function effectively with students, faculty, administrators and employers. Requires demonstrated skills in oral, written and interpersonal communication. Experience with computers and computerized placement systems is desired. Functions independently and autonomously. Must be knowledgeable of ethics, professional standards, and applicable state and federal regulations.

**THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.**