UNIVERSITY OF SOUTHERN CALIFORNIA

Career Center Manager

Job Code: 137711

Grade: L
OT Eligible: No
Comp Approval: 6/27/2005

JOB SUMMARY:
Manages the staff and operations of a career services center for a professional school, college or the University. Links various constituencies, i.e., students, faculty, employers, alumni and administration in a mutually beneficial career advisement and placement program.

JOB ACCOUNTABILITIES:

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<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>Task Description</th>
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<td>_______</td>
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<td>Manages a career services center for a professional school, college or the University. Sets goals and objectives and priorities. Plans and develops new or enhanced programs for the delivery of services such as career planning, job search, internships and job placement for students and alumni. Measures effectiveness and quality of operations.</td>
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<td>Directly or indirectly supervises all assigned subordinate staff, usually through multiple layers of supervisors. Recruits, screens, hires, orients and trains staff. Evaluates employee performance and provides guidance and feedback to assigned staff. Counsels, disciplines and/or terminates employees, as required.</td>
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<td>Plans activities, events and other vehicles which actively promote students, alumni and the school, college or university to local and national employers. Plans and delivers presentations, schedules site visits, plans direct mail campaigns and develops publications to support the career center's marketing efforts.</td>
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<td>Counsels or advises students regarding career issues and strategies, job search methods, resume' preparation, internships, job placement and related matters. Provides professional guidance to career advisors and assists them in problem resolution as needed. Oversees the development of workshops and seminars covering career topics.</td>
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<td>Communicates with industry leaders and company representatives to understand and translate industry needs into effective career placement for students. Maintains current knowledge of employment trends and emerging career opportunities.</td>
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<td>Works with deans and faculty to plan opportunities which increase their involvement in career services programs to benefits student and alumni and strengthen the working relationships between employers and the school, college or University.</td>
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<td>Identifies opportunities to network alumni in order to augment recruitment, enhance alumni participation, and broaden the employer base for the school, college or University.</td>
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<td>Administers career center budget. Participates in budget planning and development by providing historical data and projections for staffing, operations, equipment and supplies. Prioritizes requests for enhancements to existing resources, e.g., library services, equipment, and training materials.</td>
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Ensures that center activities are coordinated with other campus or school offices to enhance the efficiency and quality of services delivered by ensuring integrated efforts.

Develops and maintains information systems for managing records and data. Produces reports and analyzes information for use in planning and assessing operations.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University’s crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential:  

No

Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Master's Degree

Minimum Experience:

5 Years

Minimum Field of Expertise:

Professional placement experience in industry or education providing a thorough knowledge of the field

Preferred Education:

Doctorate

Preferred Experience:

7 Years

Preferred Field of Expertise:

Supervisory or managerial experience

Skills: Other:

Analysis
Assessment/evaluation
Budget control
Budget development
Communication -- written and oral skills
Conceptualization and design
Conflict resolution
Counseling
Creative writing and editing
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Managerial Skills
Marketing
Networking
Organization
Planning
Problem identification and resolution
Public relations
Public speaking/presentations
Research
Scheduling
Staff development
Statistical analysis
Teaching/Training

Skills:  Machine:

Personal Computer

Supervises:  Level:
Manages through subordinate supervisors

Supervises:  Nature of Work:
Administrative
Clerical/Secretarial
Professional/Paraprofessional

Comments:
Must understand industry trends, company organizational structures and cultures, and job functions. Be able to identify short term and long range career potential.

SIGNATURES:

Employee: ____________________________ Date: ____________________________

Supervisor: __________________________ Date: ____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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