16B. Marginal Functions of the Job

Facilitate provisions of other support services outside of department such as access for students with disabilities, alumni affairs, and/or participation in division or university projects.

16C. Program Direction and Development -

Develops and administers programs which are consistent with the goals and objectives established by the Director and the Career Development Services staff to ensure that every effort is made to encourage students' early career planning. Creative marketing strategies are used to inform students and the University community about the importance of Career Services programs. Emphasis will be placed on the freshmen year experience through graduation. Alumni will also be served by Career Services.

Maintains contact with the academic units and student affairs to include, but not limited to counseling, orientation, disability, housing, registrar, financial and scholarships, admissions and recruitment, and student activities. Greater emphasis will be placed on providing programs and services for students with disabilities which are consistent with the policies and procedures outlined in the American with Disabilities Act (ADA). Career and professional development training programs will be emphasized and attending training for ADA. Work force diversity, work force trends, and skill requirements will also be focused upon.

Efforts will be made to create opportunities for students to obtain practical experience in their chosen fields, and to obtain full time employment or pursue graduate studies upon graduation. Routine evaluation will be done to assess the effectiveness of current programs and to modify or create new ones to meet the needs of students, alumni and the employment community. Total Quality Management (TQM), computerized career placement systems, and ADA training and program implementation will be mandatory.

16D. Level of Public Contact (statement of internal and external business contact, including frequency and scope) –

Works with students, faculty, and employers. Contact with academic deans, department chairs, community college representatives, public school officials, graduate and professional school representatives, business and industry firms, and government agencies are required to implement programs. Contacts are also required to support site visitations with employers, professional meetings, and external activities and committees.

17. POLICY MAKING INTERPRERTATION:

Assists with the development, implementation and interpretation of policies and procedures. The policies are formulated and coordinate with various university and external constituents and are consistent with those policies established by the Board of Governors, University Board of Trustees, Florida A&M University, the College Placement Council (CPC), and other affiliated entities. The promulgation and interpretation of these policies are made to academic deans, division directors, faculty, administrators, students, employers, and other interested parties.
18. **SUPERVISOR’S POSITION:** Number: **17046** Class Code: **9300** Class Title: **Director, Career Services**

19. **SUBORDINATE UNITS:** (State organizational units under your direct supervision. Include class titles and position numbers of positions directly supervised. Evaluates staff and provides remediation plans as necessary.)

   - Coordinator 17347
   - Coordinator 17112
   - Coordinator 17735
   - Administrative Assistant 17349
   - Senior Secretary 17353
   - OPS & Work Study

20. **MONETARY RESPONSIBILITY:** Current budget for which this position is accountable. Include statement of responsibility for funds, amount and consequence of error. Consults with the Director to support budget as it relates to monitoring and complying with all fiscal expenditures and guidelines within scope of position responsibilities.

21. **STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA** (The disclosure of which would be prejudicial to the successful operation of the University.)
   Will have access to confidential data subject to numerous institutional, state, and federal statute, rule, and policy and will exercise appropriate caution in their personnel action. In addition, will provide guidance and leadership to the assigned unit to encourage a similar cautious attitude. Must be in compliance with Federal Educational Rights & Privacy Act (FERPA) laws.

22. **KNOWLEDGE/SKILLS/ABILITIES:**
   - Strong oral and written communication skills, including training and presentation abilities.
   - Strong computer skills including website database and internet technologies.
   - Ability to plan and market special events and activities.
   - Familiarity with human resources and college recruiting.
   - Strong management and organizational skills.
   - Ability to work with diverse constituencies.

22A. **Education/Training/Experience - In order of importance, state any specific education, training and experience and knowledge, skills and abilities required for this position. Note that these requirements must be related to the essential functions and at least equal to the minimum qualifications stated on the official class specification.**
**Specialized Minimum Qualifications:** Bachelor’s degree in Business, Occupational Specialist, Education, Counseling, Human Resources, or related discipline from an accredited institution and two years of experience working with employers, ADA compliance, employment regulations and their application in higher education and a diverse student population and the provision of programs and services related to these students; or a Master’s Degree in an appropriate area of specialization from an accredited institution and four years experience.

**Preferred Qualifications:** Master’s Degree and at least 3 years of experience working with students and career or occupational services in higher education at a comprehensive State institution. Ability to initiate and coordinate programs and services, supervise student employees, and work in a team based environment.

23. **REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:**

Please review statements below check all that apply.

___ This position requires a background check and/or fingerprinting. Florida Statutes.

___ This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.

___ This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.

___ This position requires licensure, certification or other special requirements described below.

Licensed or licensed-eligible as a psychologist in Florida upon hire. If licensed-eligible, must obtain license within one year of hire.


24. **SIGNATURES:**

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<tr>
<td>Reviewing Authority</td>
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