

JOB TITLE: Associate Director, Advising and Career Services

DEPARTMENT: Advising and Career Services

LOCATION: Union Campus

REPORTS TO: Director, Advising and Career Services

FLSA: Exempt

LEVEL: 204

DATE: 4/24/25; 7/1/24

POSITION SUMMARY: Provide academic advisement, career exploration, recruitment and career counseling services for students, alumni and community members. Assist students in selecting their educational and career goals and enrolling in appropriate classes and programs.

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS: *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)*

Master's degree and two years related work experience.

ESSENTIAL TASKS: *(Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.)*

- Create and implement a holistic Career Service program offerings and that provide career exploration services to
- prospective and current students.
- Develop and train the advising and career team to provide best-in-class service utilizing chosen career services framework; including how to educate students on job search skills, resume writing and Interviewing techniques, etc.
- Work in cooperation with other departments and the community (which includes area career centers, chambers of commerce, employers and other agencies to facilitate to enhance employment opportunities for students.
- Coordinate employer visits and engagement opportunities, both on-campus and virtually.
- Build relationships with outside agencies that can assist with the career navigation process, including but not limited to
- WIDA Youth/Adult, vocational rehabilitation, Missouri Career Center, jobs.MO.gov.
- Facilitate transfer visits, and marketing transfer opportunities through website and bulletin boards.
- Responsible for career and technical related surveys, records and reports, including the 180 Day Follow Up Study of graduates.
- Responsible for maintaining employment listings on virtual career platform that speak to all of the different degree
- programs and-pathways.
- Serve as department head in case of absence of the Director of Advising and Counseling.
- Provide academic advisement and career exploration services to prospective and current students on designated pathways caseload; pathways assignments will be reviewed annually.
- Assist in the registration process for designated pathways caseload.
- Facilitate changes to schedule with designed pathways caseload; connect with each students planning to withdraw
- from a course(s) to engage in information gathering and coaching on best next steps
- Advise International Students to keep them in federal compliance.
- Attend designated pathways advisory committee meetings as appropriate.
- Meet with the academic area for designated pathways caseload twice a year.
- Work with key stakeholders in academic affairs to align goals and initiatives pertaining to career services efforts.
- Work with students to complete career inventories to help to determine different occupational paths and opportunities.
- Develop resources for information that promote effective and efficient transfers for students to other institutions.
- Direct students to educational development opportunities for standard job search activities such as resume building, setting personal and professional development goals, and job interview preparations
- Educate students on job search skills, resume writing and interviewing techniques, etc.
- Work with Academic Affairs staff to determine current internships, job shadowing, and employer connections that
- will be beneficial to your designated pathways caseload
- Refer students who may need access services to the proper place records and reports
- Serve on at least one institutional committee.
- Support student facing events, virtual and/or onsite including but not limited to new student orientation, campus life and leadership events, and admissions open house and recruitment events as needed.

- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, empowerment, service, learning and collaboration.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty and the general public.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Perform assigned responsibilities, and other related duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of college policies, procedures, and practices; knowledge of the Family Educational Rights and Privacy Act (FERPA), Title VII, Title IX, ADA and other applicable laws pertaining to employment and education; ability to plan, organize and implement assigned responsibilities and to work well under pressure to meet deadlines; excellent organizational, analytical and planning skills; ability to participate as a team member, ability to understand and interpret rules and regulations, and ability to adjust to change; ability to handle confidential material judiciously; understanding of education programs and tools related to community colleges.

LEADERSHIP AND COMMUNICATION SKILLS: Ability to exchange ideas, facts, information, and opinions effectively and accurately with others; arrive at decisions, develop conclusions, or develop solutions; ability to communicate effectively with a diverse workforce and student population; ability to prioritize and delegate projects; ability to meet timelines and follow-through; ability to present materials effectively to individual students or groups; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; demonstrate ethical conduct and professionalism; establish and maintain effective working relationships with faculty, staff, other departments, students, and the public; excellent customer service skills; comply with policies, procedures, and instructions.

DECISION-MAKING AND ANALYTICAL SKILLS: Ability to make procedural decisions; ability to interpret policy and establish methods and procedures; collaborate with others regarding marketing and process improvements. Adhere to department and college policies, procedures, and practices.

EQUIPMENT AND SOFTWARE: Utilize current College and/or department information technology including but not limited to, Microsoft Office, Outlook, Ellucian, ImageNow, etc.; office machines such as telephones, fax machines, and copiers.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor. The employee may be required to work or meet in the evenings and/or on weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull up to 10 lbs; to operate office equipment which may require repetitive hand movement and fine coordination including use of a computer keyboard.

POSITIONS SUPERVISED: None

SIGNATURES: *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*

I have read and reviewed the above job description with my immediate supervisor. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

Employee Signature/Date

NOTICE OF NON-DISCRIMINATION: *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*