



BOISE STATE UNIVERSITY

# Job Standard for Career Planning & Placement, Director

Employee Name:

Employee ID:

Employee PCN:

## How to use this Job Standard:

1. Click “View in Google Docs/Download” and download to Word.
2. The Job Overview, Level Scope, Minimum Qualifications and Essential Job Functions are specific to this job's competencies and cannot be edited.
3. For the Job Posting you may;
  - a. update/change the purpose to add in department specific information,
  - b. add key responsibilities to the 35% of the time, specific to your department needs,
  - c. add a preferred qualifications section
  - d. post the position using the business title

***The statements on this job standard are intended to describe the general nature of the role and level of work being performed. They are not intended to represent an exhaustive list of all responsibilities, duties and skills required of the employee.***

## Career Planning & Placement, Director Overview

- Person Group: Professional
- Job Code: 75335
- Pay Grade: P11
- FLSA Status: Exempt
- Career Level: Director
- Family: Student Services
- Function: Career Planning & Placement

## Purpose

Improve and increase student success through systematic coordination of career exploration, advising, development, and placement. Work to develop and implement strategies to enhance career and life planning efforts, career coaching, career exploration, and career placement for students enrolled at Boise State University.

## Level Scope

Oversees through subordinate Managers a large, complex organization with multiple functional disciplines/occupations, OR manages a program, regardless of size, that has critical impact upon the campus. Significant responsibility for formulating and administering policies and programs, manages significant human, financial, and physical resources, and functions with a very high degree of autonomy. Frequently influences business decisions made by senior leadership. Oversees through subordinate Managers the accountability and stewardship of campus resources and the development of systems and procedures to protect organizational assets. Negotiates and influences others to understand and accept new concepts, practices and approaches.

## Minimum Qualifications

Bachelor's degree or relevant experience plus 8 year experience including 5 years managerial experience

## Knowledge, Skills, and Abilities

- Experience building and developing a team work environment, including collaboration with constituents outside the department
- Strong experience connecting business and industry to education
- Knowledge and experience with supervisory and leadership practices
- Strong relationship-building skills and cross-organizational collaboration

## Essential Functions

### Key Responsibilities

60% of Time the Career Planning & Placement, Director must:

- Develop strategies to meet specified goals and evaluation of progress in meeting program goals
- Oversee manage, and revise annual budget, maintain expense records, make recommendations for budget revisions and prepare reports for submission
- Represent on committees or at functions as directed by the supervisor
- Provide supervision and leadership for personnel as assigned. Includes hiring, evaluation and management of day-to-day activities.
- Work with staff and faculty to design and maintain activities and events that connect students with potential employers for internships and full-time employment.
- Collect and review alumni employment data to inform continuous improvement
- The Director must excel and thrive in a team setting and possess strong organizational, interpersonal, written and oral communication skills.
- Develop and conduct workshops, seminars or classes relevant to self-assessment, job search skills and job search strategies
- Encourage faculty and department involvement

- Work with and solicit input from departments, faculty, staff, alumni and Career Services to develop new leads for internships, job shadowing, externships and full-time positions.
- Promote career service opportunities through articles, newspapers and other resources used by potential employers.

35% of Time the Career Planning & Placement, Director

Determined by department needs

5% of Time the Career Planning & Placement, Director

Perform other duties as assigned

## **Work Environment and Physical Demands**

Some positions may involve frequent bending, moving, lifting, and carrying material weighing up to 50 pounds; some positions may involve moving, lifting, and carrying material weighing up to 70 pounds; standing up to eight hours each day; working in all weather conditions; exposure to high noise levels and require wearing hearing protection.

## **Travel Requirement**

Not applicable for Career Planning & Placement, Director

## **Career Path**

Additional training/education or equivalent experience, as well as business need, are required for movement into higher level jobs.

## **Disclaimer**

Incumbent must perform the essential duties and responsibilities with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work. Final employment offers are contingent upon a Final Candidate's successful completion of a Background Verification, and a determination by the University that the information derived from the Background Verification does not disqualify the individual. In addition, a Financial History Check and Motor Vehicle Record (MVR) Check may be required.