

Role Description

Montana University System

<input type="checkbox"/> Vacant Position <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Revised Position Description Position Number: <u>009900</u> Department: <u>Career Services</u>

1. General Information

8-14-01
Date

Director of Career Services
Position Title

Heuring, Mike D.
Name of Incumbent (Last, First, MI)

Employee Signature

2. Required Signatures

Immediate Supervisor

Date

Administrative Review

Date

Dean/Directore Review

Date

3. Department Mission Statement *(Cut and Paste in 10 pt or less)*

The mission of Career Services is to provide quality career and life planning services to assist students and alumni of the University achieve their personal and professional goals, both now and in the future. Toward this end, Career Services provides an array of services designed to support the academic mission of the University while also fostering the out-of-classroom development of the individual as it relates to the realistic setting and attainment of career and life goals. This is accomplished through individual career counseling, workshops, special programs, career fairs, academic outreach, job search services, access to technology and resource referral.

Please attach an organizational chart of your office/department.

4. General Statement Describing Expectations of the Position.

The Director of Career Services is responsible for advancing and complementing the educational goals of students, faculty, staff and alumni of The University of Montana-Missoula by providing leadership to the Office of Career Services, University Testing Services and the campus on matters involving career issues and standardized testing.

5. Position Summary- (list the 3-6 major functions of the position in accomplishing the department's goals and mission.)

Major Functions with expected results (3-6 main functions or duties of the position).	Skills, knowledge & abilities needed for this function.
Provide leadership in the development and implementation of Career Services' mission, vision, goals, objectives and programmatic efforts.	Proficient in short and long term goal development and implementation. Knowledge regarding the major functions of a university career services office. Knowledge of student and career development theory and its application to a comprehensive career services setting.
Administer and supervise the unit's personnel and budget functions.	Strong skills in interpersonal communication, writing, team building, problem solving, conflict resolution and decision-making. Knowledge of position development, advertising, interviewing, hiring, training and evaluation techniques. Strong supervisory skills. Proficient in budget planning and management techniques.
Establish campus-wide collaborative relationships with Deans, Directors, Department Heads and other constituencies to provide programs and services specific to their needs.	Knowledge of campus structure and politics. Excellent oral and written communication skills. Knowledge of consensus building techniques.
Manage employer relations, job development and recruitment activities.	Knowledge of the "world of work" and the changing dynamics of the economy and work force. Knowledge of automated career management systems. Involved in networking and relationship building with human resource professionals.
Encourage and support the professional development of all staff.	Knowledge of relevant professional associations for professional staff. Knowledge of available professional development training opportunities.
Be involved in relevant professional associations.	Knowledge of relevant professional associations. Assume an active role in professional association leadership positions.

6. Additional Proficiencies. (*List position requirements not described above (e.g. computer hardware/software, other office equipment, laboratory equipment, prior supervisory experience, etc. ONLY LIST EDUCATION AND/OR EXPERIENCE REQUIREMENTS WHEN A DEGREE IS MANDATORY, SUCH AS A C.P.A. FOR AN ACCOUTANT, AN M.D. FOR A PHYSICIAN, ETC.)*)

Master's degree in counseling, student personnel or related professional field and a minimum of five years progressive experience in an academic career development environment. Basic computer skills. Strong administrative and managerial skills.

7. Physical Demands. (The Americans with Disabilities Act requires employers to make reasonable accommodations for a person with a disability. This information is needed to assist the University in meeting these regulations.)

Please list any unusual physical requirements of the position.

Ability to work occassional nights, weekends and shifts longer than eight hours.