

TENNESSEE STATE UNIVERSITY JOB DESCRIPTION

ASSOCIATE DIRECTOR, CAREER DEVELOPMENT CENTER

General Function: This position will oversee the daily operations of the Career Development Center (CDC), which include the supervision of assigned personnel, supervision of work-study students, assessment of programs, as well as the completion of projects and duties as assigned by the Director.

Specific Duties:

- Supervises, coordinates, evaluates, trains and assists with daily operations of the office
- Supervises three coordinators and all assigned work study students on a daily basis
- Conducts assessments of all CDC activities to determine effectiveness of the programs in meeting student needs
- Develops resources that will improve student involvement in the CDC
- Authors required reports to include weekly/annual CDC activities, as well as, reports for Compliance Assist, TSU administration and the Southern Association of Colleges and Schools
- Provides career counseling to students in assigned career clusters; assists students in developing effective job search strategies targeting their clusters
- Plan, organizes and executes career fair activities designed to support undergraduate, graduate and non-traditional students on both campuses
- Coordinates and administers DISCOVER, a career management tool, to interested students
- Coordinates with TSU departments to provide detailed career counseling and academic advising that will supplement the CDC's career advising role
- Performs other duties as assigned

Education: Bachelor's degree required, but Master's degree preferred. Fields of study include Human Resources, Business, Psychology, Counseling or Administration and Supervision

Experience: Requires over one and up to two years of experience in a career center, student affairs, other university setting or human resources environment

Knowledge/Skills/Abilities: Must have the ability to manage and prepare budgets, write grants, along with the ability to track employment trends, while using job search strategies, as well as the ability to prioritize and handle multiple projects. Experience in the business industry is desired.

* Apply at the Tennessee State University Human Resources website: www.tnstate.edu and click on the "Work at TSU" link at the bottom of the page. Contact the Director at (615) 963-7465 with specific questions.