Job Title: Career Placement and Development Director  
Job Code: 11123

JOB SUMMARY

The Career Placement and Development Director is responsible for planning, monitoring, and directing the career and job placement activities at a technical college.

MAJOR DUTIES

Assists students with interviewing skills, resume writing, and business etiquette in the workplace;  
Performs job counseling with students to identify their abilities, needs, interests, and values in relation to job and career opportunities;  
Coordinates the job placement services between students and employers in service delivery area;  
Manages and oversees financial/budget operations of the department;  
Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures;  
Develops and/or assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the program;  
Maintains knowledge of assigned program area and gives update to management on services, operations, and projects;  
Evaluates employees at scheduled intervals upon reviewing of all relevant information;  
Conducts regular evaluation of services provided and makes adjustments as needed;  
Considers up-to-date with policies, procedures, and state or federal laws that may impact department initiatives;  
Interacts with students and graduates utilizing various means of communication methods;  
Tracks graduates and leavers in job placement for statistical and funding purposes for the college;  
Conducts job fairs, lunch and learns, and various on-site campus visits with business and industry;  
Ensures goals of program are met on a daily basis throughout the college;  
Works closely with local community in networking opportunities for the college;  
Serves as technical college’s representative at local civic community and other business/employer meetings;  
Completes administrative reports and maintains student/employer files;  
Makes presentations about college’s programs as well as labor market conditions and trends.

COMPETENCIES

Knowledge of Student Information System, KMS (Knowledge Management Systems)  
Skill in the use of computers and job related software programs  
Knowledge of current policies, laws, trends and developments in the field  
Ability to translate technical data into information that can be used in a variety of settings and populations  
Leadership skills
Oral and written communication skills
Skill in interpersonal relations and in dealing with the public

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<th>MINIMUM QUALIFICATIONS</th>
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<td>Bachelor’s degree from an accredited four year college or university in a related field <em>and</em> Three (3) years of work related experience</td>
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