### FACULTY AND STUDENT SERVICES JOB FUNCTION

#### Career Services Family

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| 57E   | Career Services Management I | Bachelor’s degree Advanced degree preferred 5+ years of career counseling experience Management experience Advanced knowledge of the marketplace, job opportunities and degree requirements | • Provides in depth career counseling to individual students and groups  
• Manages, develops, implements and maintains comprehensive programs and services (including workshops, seminars, career events, career counseling, website, a resource library, informational handouts and publications, on-campus recruiting, special off-campus programs, job notification systems, data collection, a credentials service, and website)  
• Plans and conducts outreach to develop recruiting partnerships with faculty, alumni, and global research centers to deliver programs  
• Develops general policy | IMPACT  
Moderate impact on operations, resources, or University’s reputation  
SCOPE  
Typically manages the career services function for a school with 200 - 600 students or has program responsibility for a school with over 1000 students or with medium complexity | RECEIVED  
Under General Direction:  
Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.  
GIVEN  
Manages:  
Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area. |

**NOTE:**

1. Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
2. Grade Recommendations based on comparative review/analysis of internal positions and external market data.
3. E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion