

Job Family Matrix

Job Function: Faculty and Student Services		Job Family: Career Services - Professional	
Job Family Summary: Perform or manage a range of career service activities which may include program development, career planning assistance for students and alumni and employer relations management.			
Job Title: FSS Career Services Officer II		Job Title: FSS Career Services Officer III	
Job Code: S0456P		Job Code: S0457P	
Grade Level: 56 Exemption: Exempt		Grade Level: 57 Exemption: Exempt	
Effective/Revision Date: July 2019		Effective/Revision Date: July 2019	
Job Summary		Job Summary	
Independently perform a range of career services activities such as career advising, analysis, resume advice, and reporting.		Independently perform a range of tasks related to career services including career advising, resume advice, and employer outreach and engagement.	
Typical Core Duties		Typical Core Duties	
<ul style="list-style-type: none"> • Assist students and alumni with career exploration, career decision making, self-assessment, and job search management • Conduct career advising, walk-in advising, and resume reviews • Market and deliver workshops and other programs on career development topics • Assist in planning and implementing strategies to attract new employers and organizations • Prepare and analyze reports to improve outreach and recruitment efforts • Develop strong relationships with recruiters and potential employers; build and maintain relationships with alumni • Ensure compliance with University policies and procedures and applicable legal rules and regulations 		<ul style="list-style-type: none"> • Assist students and alumni with career exploration, career decision making, self-assessment, and job search management • Provide individual counseling to students, including advising on resumes, cover letters, interviews, recruiting and general job search strategies • Plan and deliver a comprehensive series of customized career programs, workshops and networking events • Assist in planning and implementing strategies to attract new employers and organizations • Develop and analyze reports and statistics; provide reports to management to assist with setting the strategic direction of the career services function • Develop strong relationships with recruiters and potential employers; build and maintain relationships with alumni • Ensure compliance with University policies and procedures and applicable legal rules and regulations 	
Typical Core Duties		Typical Core Duties	
		<ul style="list-style-type: none"> • Assist students and alumni with career exploration, career decision making, self-assessment, and job search management • Function as subject matter expert or project lead • Counsel and advise students on all aspects of career and professional development • Provide outreach and marketing to employers in diverse career fields for the purpose of internship development • Develop comprehensive series of customized career programs, workshops and networking events • Collaborate with management to develop strategic goals for career services • Develop specialized career service reports to track job placement, trends, etc.; analyze data and make recommendations for use in strategic planning • May provide coaching and staff training • Assist senior management in formulating career service procedures; make recommendations to improve overall administration • Develop strong relationships with recruiters and potential employers; build and maintain relationships with alumni • Ensure compliance with University policies and procedures and applicable legal rules and regulations 	

Job Family Matrix

Basic Qualifications	Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 3 years' relevant work experience 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 5 years' relevant work experience 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 7 years' relevant work experience
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite, advanced Excel skills • Experience counseling/mentoring students • Communication skills (both written and verbal), including specifically: the ability to develop and deliver career education programs and materials to students, parents and alumni 	<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite, advanced Excel skills • Experience counseling/mentoring students • Communication skills (both written and verbal), including specifically: the ability to develop and deliver career education programs and materials to students, parents and alumni 	<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite, advanced Excel skills • Experience counseling/mentoring students • Communication skills (both written and verbal), including specifically: the ability to develop and deliver career education programs and materials to students, parents and alumni
Certificates and Licenses	Certificates and Licenses	Certificates and Licenses
Physical Requirements	Physical Requirements	Physical Requirements
<ul style="list-style-type: none"> • Sitting using near vision use for reading and computer use for extended periods of time • Lifting (approximately 20 to 30 pounds), bending, and other physical exertion 	<ul style="list-style-type: none"> • Sitting using near vision use for reading and computer use for extended periods of time • Lifting (approximately 20 to 30 pounds), bending, and other physical exertion 	<ul style="list-style-type: none"> • Sitting using near vision use for reading and computer use for extended periods of time • Lifting (approximately 20 to 30 pounds), bending, and other physical exertion
Working Conditions	Working Conditions	Working Conditions
<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting

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Job Function: Faculty and Student Services	Job Family: Career Services - Professional
Job Family Summary: Perform or manage a range of career service activities which may include program development, career planning assistance for students and alumni and employer relations management.	
Job Title: FSS Career Services Officer V	Job Title: FSS Career Services Officer VI
Job Code: S0459P	Job Code: S0460P
Grade Level: 59 Exemption: Exempt	Grade Level: 60 Exemption: Exempt
Effective/Revision Date: July 2019	Effective/Revision Date: July 2019
Job Summary	
Oversee career services administration, career programming and professional development programming for students.	Direct career services administration and develop career and professional development programming for students.
Typical Core Duties	
<ul style="list-style-type: none"> • Assist students and alumni with career exploration, career decision making, self-assessment, and job search management • Function as subject matter expert or project lead • Counsel and advise students on all aspects of career and professional development • Oversee the development of comprehensive series of customized career programs, workshops and networking events • Advise management on strategic goals for career services • Oversee the development of specialized and ad hoc reports to track career services trends, yields and metrics • Develop outreach strategies for recruiters and potential employers; establish relationships with internal and external constituents • May provide coaching and staff training • Identify areas for efficiency or improvement within existing policies and procedures; recommend improvements • Ensure accurate and timely career services reporting and analysis for use in strategic planning • Create trainings and professional development resources for staff • Ensure compliance with University policies and procedures and applicable legal rules and regulations 	<ul style="list-style-type: none"> • Assist students and alumni with career exploration, career decision making, self-assessment, and job search management • Function as subject matter expert or project lead • Counsel and advise students on all aspects of career and professional development • Direct the development of comprehensive series of customized career programs, workshops and networking events • Develop strategic goals for career services • Direct outreach strategies for recruiters and potential employers; establish relationships with internal and external constituents • Direct the development of specialized and ad hoc reports to track career services trends, yields and metrics • Create trainings and professional development resources for staff • Ensure compliance with University policies and procedures and applicable legal rules and regulations

Job Family Matrix

Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 8 years' relevant work experience 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 10 years' relevant work experience
Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite, advanced Excel skills • Experience counseling/mentoring students • Communication skills (both written and verbal), including specifically: the ability to develop and deliver career education program and materials to students, parents and alumni 	<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite, advanced Excel skills • Experience counseling/mentoring students • Communication skills (both written and verbal), including specifically: the ability to develop and deliver career education program and materials to students, parents and alumni
Certificates and Licenses	Certificates and Licenses
Physical Requirements	Physical Requirements
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Job Family Matrix

Job Function: Faculty and Student Services		Job Family: Career Services – Management	
Job Family Summary: Perform or manage a range of career service activities which may include program development, career planning assistance for students and alumni and employer relations management.			
Job Title: FSS Career Services Mgt II		Job Title: FSS Career Services Mgt III	
Job Code: S0456M		Job Code: S0457M	
Grade Level: 56 Exemption: Exempt		Grade Level: 57 Exemption: Exempt	
Effective/Revision Date: July 2019		Effective/Revision Date: July 2019	
Job Summary		Job Summary	
Supervise the day-to-day career services activities such as career coaching, analysis, and reporting.		Manage a range of tasks related to career services including career coaching, resume advice, and employer outreach and engagement.	
Typical Core Duties		Typical Core Duties	
<ul style="list-style-type: none"> • Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment • Assist students and alumni with career exploration, career decision making, self-assessment, and job search management • Conduct career advising, walk-in advising, and resume reviews • Market and deliver workshops and other programs on career development topics • Prepare and analyze reports to improve outreach and recruitment efforts • Ensure compliance with University policies and procedures and applicable legal rules and regulations 		<ul style="list-style-type: none"> • Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment • Assist students and alumni with career exploration, career decision making, self-assessment, and job search management • Provide individual counseling to students, including advising on resumes, cover letters, interviews, recruiting and general job search strategies • Plan and deliver a comprehensive series of customized career programs, workshops and networking events • Assist in planning and implementing strategies to attract new employers and organizations • Develop and analyze reports and statistics; provide reports to management to assist with setting the strategic direction of the career services function • Develop strong relationships with recruiters and potential employers; build and maintain relationships with alumni • Ensure compliance with University policies and procedures and applicable legal rules and regulations 	
Typical Core Duties		Typical Core Duties	
<ul style="list-style-type: none"> • Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment • Assist students and alumni with career exploration, career decision making, self-assessment, and job search management • Manage the development of programs, web and print resources, and workshops to educate students on career and internship opportunities • Provide outreach and marketing to employers in diverse career fields for the purpose of internship development • Design and create complex reports and employment surveys to support career services goals; analyze metrics to support strategic planning • May prepare and manage departmental budget • Collaborate with senior management in formulating career services procedures; make recommendations to improve registration processes • Develop strong relationships with recruiters and potential employers; build and maintain relationships with alumni • Identify, establish, and maintain relationships with university partners and external employers • Ensure compliance with University policies and procedures and applicable legal rules and regulations 		<ul style="list-style-type: none"> • Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment • Assist students and alumni with career exploration, career decision making, self-assessment, and job search management • Manage the development of programs, web and print resources, and workshops to educate students on career and internship opportunities • Provide outreach and marketing to employers in diverse career fields for the purpose of internship development • Design and create complex reports and employment surveys to support career services goals; analyze metrics to support strategic planning • May prepare and manage departmental budget • Collaborate with senior management in formulating career services procedures; make recommendations to improve registration processes • Develop strong relationships with recruiters and potential employers; build and maintain relationships with alumni • Identify, establish, and maintain relationships with university partners and external employers • Ensure compliance with University policies and procedures and applicable legal rules and regulations 	

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Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> Knowledge of Microsoft Office Suite, advanced Excel skills Experience counseling/mentoring students Supervisory experience Communication skills (both written and verbal), including specifically: the ability to develop and deliver career education program and materials to students, parents and alumni 	<ul style="list-style-type: none"> Knowledge of Microsoft Office Suite, advanced Excel skills Experience counseling/mentoring students Supervisory experience Communication skills (both written and verbal), including specifically: the ability to develop and deliver career education program and materials to students, parents and alumni 	<ul style="list-style-type: none"> Knowledge of Microsoft Office Suite, advanced Excel skills Experience counseling/mentoring students Supervisory experience Communication skills (both written and verbal), including specifically: the ability to develop and deliver career education program and materials to students, parents and alumni
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Job Code: S0459M	Job Code: S0460M
Grade Level: 59 Exemption: Exempt	Grade Level: 60 Exemption: Exempt
Effective/Revision Date: July 2019	Effective/Revision Date: July 2019
Job Summary	
Oversee career services operations including marketing and outreach, development of programs, and policy development.	Direct all aspects of the career services operations including marketing and outreach, development of programs, and policy development.
Typical Core Duties	
<ul style="list-style-type: none"> • Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment • Assist students and alumni with career exploration, career decision making, self-assessment, and job search management • Oversee the development of programs, web and print resources, and workshops to educate students on career and internship opportunities • Develop outreach and marketing strategies to attract potential employers • Design and create complex reports to support career services goals; analyze metrics to support strategic planning • May develop, manage and oversee departmental budget • Develop and implement operational policies, procedures and training for staff • Identify, establish, and maintain relationships with university partners and external employers • Ensure compliance with University policies and procedures and applicable legal rules and regulations 	<ul style="list-style-type: none"> • Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment • Assist students and alumni with career exploration, career decision making, self-assessment, and job search management • Direct the development of programs, web and print resources, and workshops to educate students on career and internship opportunities • Develop long term strategic planning: monitoring and anticipating employment trends; assessing needs of students and alumni • Design and create complex reports to support career services goals; analyze metrics to support strategic planning • May develop, manage and oversee departmental budget • Develop, implement and provide interpretation of career services policies and procedures • Identify, establish, and maintain relationships with university partners and external employers • Ensure compliance with University policies and procedures and applicable legal rules and regulations

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<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 8 years' relevant work experience • Supervisory experience 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 10 years' relevant work experience • Supervisory experience
Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> • Master's degree in relevant field preferred • Knowledge of Microsoft Office Suite, advanced Excel skills • Experience counseling/mentoring students • Communication skills (both written and verbal), including specifically: the ability to develop and deliver career education program and materials to students, parents and alumni 	<ul style="list-style-type: none"> • Master's degree in relevant field preferred • Knowledge of Microsoft Office Suite, advanced Excel skills • Experience counseling/mentoring students • Communication skills (both written and verbal), including specifically: the ability to develop and deliver career education program and materials to students, parents and alumni
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