

## Director of Career and University Pathways

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**Department:** Student Services

**FLSA Status:** Exempt

**Grade/Level:**

**Work Schedule:** M-F 8:00AM - 5:00PM, occasional evenings and weekend required

**Job Status:** Full Time

**Reports To:** Dean of Enrollment Management and Educational Support Services

**Amount of Travel Required:** Limited

**Positions Supervised:** none

### ESSENTIAL FUNCTIONS

#### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### Essential Functions Statement(s)

- Responsible for establishing and directing a comprehensive career and transfer advising program for the College, from entry to graduation, as well as progression to successful career placement and/or university transfer.
- Assist in planning and providing career counseling to incoming and continuing students and their parents, to include presentations at Student Orientation, Advising, Registration (SOAR) sessions, First Year Pioneer first year experience courses, and other events scheduled throughout the year tailored for students in specific majors, career pathways and/or transfer pathways
- Counsel undecided students in choosing an appropriate major through major and career exploration activities, including the Montana Career Information System (MCIS).
- Provide group and individual career counseling with students utilizing career assessments, counseling, and career development protocols.
- Provide supplemental advising for transfer students and support faculty advisors in the development of programs to help student navigate the transfer to other 2 and 4-year schools.
- Plan, organize, coordinate and implement transfer activities such as Transfer Day, visits from university representatives, workshops associated with the university admissions process, visits/field trips to four-year institutions and/or other events associated with the transfer process.
- Develop marketing strategies for department services, activities, projects, programs and events, including flyers, brochures, and other publications, social media, and internet marketing.
- Work with Division of Academic Affairs on development, usage and tracking of articulation agreements and programs of study.
- Work collaboratively with the Dean of Workforce Development and Community Outreach and the Associate Dean of Academic Affairs in the cultivation of school district relationships related to Perkins, Big Sky Pathways and other dual credit/concurrent enrollment initiatives.
- Provide job placement services, to include career-based internships, for the students of MCC by serving as the liaison between employers and the College for position postings and placement.
- Assist students with resume building and interviewing skills as requested. Instruct individuals in a classroom, group, and one on one settings in all areas job seeking skills.
- Responsible for collection, record keeping, and preparing reports related to job placement data for all career and technical students and transfer data for general AA and AS students.
- Plan, organize and coordinate the MCC Job Fair held each spring in collaboration with college staff, Job Service, and area employers at Miles Community College.

- Serve as the college's high school equivalency examiner. Administer the HiSET and abide by all ETS and OPI regulations related to the administration of the exam.
- Abide by and assist as appropriate in the enforcement of college policies and regulations. Adhere to and implement MCC, federal and Montana state regulations concerning computer use, HIPPA, FERPA, EO and other applicable laws and policies.
- Deal with delicate, personal issues of students and their families with empathy and confidentiality.
- Communicate with students, customers, employees and other individuals to answer questions, disseminate or explain information and address complaints. Also use communication skills to network, identify and utilize community resources.
- Responsible for complete and thorough budget preparation within established budget timelines.
- Manage department's financial affairs effectively, ethically, and innovatively within the constraints of approved budget.
- Complete professional development as required and be willing to travel to attend training sessions.
- Be an advocate of the college; endeavor to enhance its image and strengthen its role in providing programs and services to students and community.
- Perform other duties and responsibilities as mutually determined with appropriate administrative supervisors.

## **POSITION QUALIFICATIONS**

### **Competency Statement(s)**

- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality** - Is consistently at work and on time.
- **Business Acumen** - Understands basic business practices.
- **Change Management** - Communicates changes effectively.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Cost Consciousness** - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- **Delegation** - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.
- **Initiative** - Seeks increased responsibilities; Takes independent action.
- **Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Managing People** - Includes staff planning, decision-making, facilitating and process improvement; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, product and services.

- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.
- Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.

**SKILLS & ABILITIES**

**Education:** Bachelor's degree in Education, Business, Communications, Counseling, or related field required. Master's degree in Education, Counseling, Business, Communications, Public Administration, or related field preferred.

**Experience:** Two years of relevant experience in a career services setting, workforce development or employer/organization recruiting, or academic and transfer advising in a higher education setting. Experience with Banner information system preferred.

**Other Requirements**

The Director must possess effective oral and written communication skills, with a demonstrated ability to communicate well with a wide range of student populations. They must have computer skills utilizing Microsoft Office products and an ability to work effectively in a team environment. The Director must maintain a high level of productivity by working independently with demonstrated initiative, accountability and professionalism

**REVIEWED BY (SUPERVISOR  
SIGNATURE)**

\_\_\_\_\_ **DATE** \_\_\_\_\_

**REVIEWED BY (EMPLOYEE SIGNATURE)**

\_\_\_\_\_ **DATE** \_\_\_\_\_

Miles Community College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.