Job Description

Position Title: Career Services Manager

Reporting Relationship: Academic Dean

Position Type: Exempt

Time Commitment: Part-time or Full-time

Work Location: Sunnyvale, California

Position Summary

The Career Services Manager supervises all aspects of Cogswell College’s career services including:

- Counseling students in career planning skills and job search strategies
- Coordination of training skills workshops, career forums and job fairs
- Management of the on-campus interviewing (OCI) program
- Development of relationships with potential employers
- Aggressive searches for information about employment opportunities

Most importantly, this position will focus on establishing and maintaining relationships with placement professionals throughout the United States.

Responsibilities

- The Career Services Manager will be responsible for planning and implementing marketing strategy for identifying potential employers and for developing and maintaining a database for OCI as well as web-based program for students
- Develops annual goals and objectives for Career Services
- Maintains up-to-date information on careers, occupations, current employment opportunities and trends, entry-level occupational requirements. Publishes this information in a format that can be used by the college for Marketing & Admissions, faculty, and other offices
- Tracks and prepares reports on Career Service’s activities, accomplishments or problems on a regular basis
- Assists student in job search activities including resume preparation, interview skills
- Develops relationship with employers and secures job leads for students in positions that meet the program objective
- Tracks placement outcomes and ensures compliance with Gainful employment rules
- Maintain sufficient amount of job leads for qualified employment to meet the demands of all graduates
- Assists students in self employment opportunities while ensuring compliance with Gainful Employment rules
• Actively and routinely seeks employer feedback and researches industry trends; Shares this information with appropriate within the school to aid in the development/enhancement of curriculum and successful outcomes for graduates

• Arranges and makes site visits to local companies that are employing and providing internship opportunities to Cogswell students and alumni

• Attends trade show conferences of various disciplines relating to Cogswell’s core degree programs to recruit companies to participate in hiring graduates of Cogswell that meet the program objectives

• Holds workshops and classes on various career related topics (i.e. resumes, cover letters, Dress for Success, Etc.)

• Serves as a spokesperson to campus administrators, faculty, staff and student groups and to the community at large about the fields that our graduates and alumni are working through public speaking events, trade show contacts, and direct calls on campus

• Responsible for overseeing and running the Cogswell College Co-Op/Internship program with the goa of converting these opportunities into gainful employment of Cogswell graduates.

Knowledge & Skill Requirement:

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<tr>
<th>Experience:</th>
<th>Minimum 5 years’ experience in College level career services or industry related activities</th>
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<tr>
<td>Domain-specific knowledge:</td>
<td>Thorough understanding of employment recruiting strategies</td>
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<td>Organizational skills:</td>
<td>Excellent organizational skills. Ability to meet deadlines and to juggle multiple, important priorities, and is comfortable in a fast-paced environment</td>
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<td>Communication Skills:</td>
<td>Possesses good oral, written and listening skills. Has the ability and willingness to discern and meet the needs of students. Has the ability to establish interpersonal rapport and relate to individuals from a wide range of backgrounds and cultures</td>
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<td>Computer Skills:</td>
<td>Strong computer skills including ability to collect and analyzes information. Competent with Microsoft Office Word, Excel and PowerPoint. Ability to learn new programs.</td>
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<td>Teamwork:</td>
<td>Places a higher emphasis on contributions to a work team than on receiving recognition for personal contribution. Ability to work with others in a collegial and productive manner.</td>
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Educational Requirements:

Bachelor’s degree required. Master’s degree preferred

Out-of-the Ordinary Working Conditions:

Flexibility with schedule and ability to work evenings and weekends as needed; Call on companies to assist students with job/internship placement.

Americans with Disability Specifications:

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<tr>
<th>Physical Demands</th>
<th>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</th>
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<td>While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools</td>
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or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

| Work Environment | Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is not exposed to weather conditions or any other harmful environmental conditions. The noise level in the work environment is usually moderate. |

**EEOC Statement:**

It is the policy and practice of the Institute to provide equal employment opportunities for all employees and applicants. Employees and applicants are evaluated on individual merit, qualifications and competence. Programs will be administered without regard to race, color, creed, religion, sex, national origin, ancestry, age, sexual orientation or the presence of any sensory, mental or physical disability, the use of a trained dog guide or service animal, or any other characteristic protected by federal, state or local law. This policy is carried out in all of Cogswell’s practices involving employment, including recruitment, hiring, promotions, transfers, compensation, benefits, training and disciplinary action.

**Special Instructions:**

For consideration, **please fill out required application at the link below.** Include a cover letter and curriculum vitae.

[https://home2.eease.adp.com/recruit/?id=15148962](https://home2.eease.adp.com/recruit/?id=15148962)