



# CAREER OPPORTUNITY

Make San José State University Your University of Choice

## Position Information

Posting Date: June 13, 2008  
Working Title: Assistant Director, Employer Services  
Reporting Unit: Career Center  
Requisition Number: 13389  
Hiring Range: Up to 76,000 Annually  
Excellent Benefits Package: [Management Personnel Plan\(MPP\) Benefits Summary](#)  
First Screening Date: June 27, 2008  
Applications received after the first screening date will be considered at the discretion of the University.  
Position Classification: Classified within the Management Personnel Plan

## About the Position

The Career Center promotes the development of San José State University students as professionals by providing the tools to guide them in making career-planning decisions and marketing their skills to employers. We satisfy the needs of the employment community and complement the academic curriculum.

The Assistant Director, Employer Services Performs duties under general supervision of the Director, working independently to provide strategic direction and leadership to the Center's employer services and connection initiatives including program development, implementation, assessment, analysis and evaluation. Serves as the Center and University's consultant to the academic and employing communities related to employment services; Oversees the development of employer relations and employment opportunities within the local and global communities; and manages the daily operation of Center's employment connection and recruitment services, ensuring efficient/effective operations, quality customer service and adherence to legal guidelines. As member of Center's Management Team, provides vision, leadership, and quality delivery of a variety of employment connection and recruitment services.

Additional duties include but are not limited to:

- Supervises and evaluates the performance of various levels of team members. Manages and coordinates employer connection services including SpartaSystem (Career Management Database Tool), SpartaJobs (24/7 job bank) and SpartaRecruiting (On Campus Interviews) designed to support employers in connecting with students and potential applicants. Oversees development activities to create and maintain ongoing relationships with key employing organizations.
- Manages the Center's Job Fair Teams responsible for coordinating a variety of career and employment fairs and supervises their efforts to secure employer participation from a wide variety of employment sectors including business, industry, non-profit and government entities
- Collaborates with professionals who develop and present job search-related workshops and programs for candidates interested in career and internship/co-op positions
- Coordinates efforts with the Database Administrator in the implementation of numerous assessment and reporting tools including online, mail and telephone employment surveys, and Silicon Valley salary surveys.
- Creates and oversees budgets in support of related projects, programs and activities. Oversees the development of promotional and marketing collateral, newsletters, and web content related to employment for distribution, internally and externally

- Ensures Center compliance with all EOE/AA, ADA, federal, state, and University guidelines related to employment. Troubleshoots and resolves compliance issues
- Organizes programs and events such as Employer Advisory Group activities to nurture relationships with diverse groups of employers, promote University programs/students, and gather relevant employment market insights and trends

May be required to travel between campus offices and off-campus locations with emphasis in the employment/professional marketplace.

## **Qualifications**

A Bachelors degree, preferably in behavioral sciences, business administration or a job related field required. Four years of professional student services work experience which includes advising and problem resolution are required. Expert knowledge of employment issues, industry/marketing/promotion, quality improvement/assessment measures and job development strategies and functions highly preferred.

The ideal candidate will have the following knowledge, skills and abilities:

- Demonstrated ability in networking effectively with a customer base including employers, professional organizations, and other groups; knowledge of employment market trends/fields, and effective job search techniques; familiarity with Silicon Valley, national and global employment communities desirable. Experience advising students individually and in groups on complex employment-related matters.
- Demonstrated ability in project management including the ability to motivate and manage teams and to design, implement and evaluate large-scale programs and marketing campaigns. Ability to maintain project budgets and employer/job statistical databases.
- Thorough knowledge of English grammar, business writing, punctuation and spelling. Ability to write and compose various types of communication, create promotional materials and deliver presentations
- Computer skills including strong working knowledge of software applications such as word processing, spreadsheet, and database management. Experience with Excel, Word, PowerPoint, LCD usage, graphic software, and the Internet required. Lotus Notes, PeopleSoft, and Simplicity Career Service Management, desirable.
- Ability to quickly learn and apply a variety of state, federal, CSU, and SJSU policies and procedures.

## **Required Application Material**

- Résumé
- Letter of interest
- SJSU Employment Application: [PDF version](#) [MS Word version](#)

## **Note to Applicant**

Evidence of degree(s) or certification(s) may be required at time of hire. Every applicant who reaches the final level of interviews will be required to submit their fingerprints to the Livescan Prints Service through the University's Police Department. SJSU will pay all costs associated with this procedure.

## **Equal Opportunity Statement**

SJSU is an Equal Opportunity/Affirmative Action employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran's status consistent with applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self disclose.

For the [SJSU Annual Safety Report \(www.sjsu.edu/safetyreport\)](http://www.sjsu.edu/safetyreport)

### **Contact Information**

[Human Resources \(www.sjsu.edu/hr\)](http://www.sjsu.edu/hr)

One Washington Square • San Jose, Ca 95192-0046

Phone: 408-924-2250 • Fax: 408-924-2257 • Email: [hrsg@sjsu.edu](mailto:hrsg@sjsu.edu)

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## **University Shared Values**

### **Learning**

Valuing education and promoting life-long learning.

### **Student and Employee Success**

Placing our highest priority on academic success and personal growth.

### **Excellence**

Setting the highest standards in all we do.

### **Integrity**

Being honest, fair and accountable for our actions.

### **Diversity**

Respecting diversity and recognizing the strength this factor brings to our community.

### **Community**

Valuing collaborative relationships.