Position: Director, Career Services
Salary Range: AD-340-04/01 $64,043.00 Per Annum
Location: Van Ness Campus
Areas of Consideration: District-wide
Responsible to: Associate Vice President, Student Affairs
                  Vice President, Student Affairs

Brief Description of Duties
Develops and coordinates pre-alumni and senior class network and an alumni career network in collaboration with the Office of Alumni Relations with focus on providing job development and career activities to insure jobs for graduating seniors.

Reports employee hires as a measure of program effectiveness denoting increments in success rates for job placements for graduating seniors on an annual basis, thereby meeting performance standards.

Utilizes development, assessment, evaluation and benchmarking strategies to rate, analyze and improve the performance of the center.

Interacts with key leaders from business and industry to develop career opportunities for university graduates and generates new corporate partnerships or contacts for the career services database (firebird employee network).

Trains and supervises staff and students in the Career Services Center.

Prepares and submits staff performance appraisal evaluations.

Qualifications Required
A bachelor’s degree in business administration, psychology, urban affairs, sociology or education and six years of specialized experience with at least three years of supervisory experience is required. A MBA or master’s degree in counseling, student personnel services, or higher education administration is preferred. One year of specialized

(see reverse side)
experience must be equivalent to at least the next lower grade level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.

All candidates will be considered without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, place of residence or business.

The Residency Preference Amendment Act of 1988, D.C. Law 7-203, created a system which provides that any applicant for employment in the Career or Educational Services who is a bona fide resident of the District of Columbia may claim a residency preference at the time of application. An applicant selected for appointment based on District residency will be required to submit proof of bona fide District residency. Bona fide District residency must be maintained from the date of appointment to the position for five consecutive years.

This position is not in the collective bargaining unit.

Please submit a UDC Application and résumé to:

Ms. Hattie Rogers  
University to the District of Columbia  
Office of Human Resources  
Building 38, Suite 301  
4200 Connecticut Avenue, N.W.  
Washington, D.C. 20008