SIU Carbondale
Position Description

Employee's Name: ___________________________ AIS ID: ___________________________

Position Information:
Position Title: Program Assistant Position #: ___________________________
Department: Career Services

This position is: ☐ Administrative/Professional Staff (A/P) ☑ Civil Service Staff

Reason for Position Description
☐ New Position
☐ Existing Position Duties Revised
☐ Newly Hired Employee
☐ Requested by HR for State Universities Civil Service System Compliance

Action Requested:
☐ Review for Appropriate Title/Classification
☐ None (no changes, for updated signatures only) NO VC SIGNATURE REQUIRED
☐ Other: ________________________________________________________________

The contents of this position description are an accurate and complete representation of the position.

Employee:
Signature: ___________________________ Print Name: ___________________________ Date: ____________

Supervisor:
Signature: ___________________________ Print Name: ___________________________ Date: ____________

Dean/Director:
Signature: ___________________________ Print Name: ___________________________ Date: ____________

Ice Chancellor:
Signature: ___________________________ Print Name: ___________________________ Date: ____________

Chancellor/President:
Signature: ___________________________ Print Name: ___________________________ Date: ____________

_________________________________________________________________________

FOR HR USE ONLY

IR Approval: ___________________________ Date: ____________
or
PER Approval: ___________________________ Date: ____________

Title Code: _______________ EEO Code: _______________ Job Code: _______________ FLSA: _______________

Security or Safety Sensitive: ______  Page 1 of 4
1. **DUTIES AND RESPONSIBILITIES** List in priority order only the essential duties and responsibilities of this position. Essential duties meet the following standards: (1) the function must be done, (2) taking the function from the job would fundamentally change it, (3) the job exists to perform this function, and (4) there would be significant consequences if the function is not done. List in the order of importance.

1. Meets with prospective, current, and former students to provide career and professional development.
2. Supports students in all aspects of the search for experiential education and employment.
3. Provides career decision-making support to students in all colleges.
4. Develops resources to aid students with career and professional development.
5. Serves as a representative at resource tables during campus events and programs.
6. Presents outreach programs and workshops to students in various settings including the classroom, residence halls, and RSO meetings.
7. Serves as the instructor for courses related to the services provided by the CDC.
8. Collects and analyzes data of students participating in targeted career planning programs.
9. Develops marketing materials for programs and services provided by the CDC.
10. Researches career and employment trends to share with campus faculty, staff, and students.
11. Coordinates and presents specialized outreach programs designed to heighten students’ awareness of careers.
12. Completes other related projects as assigned by the Director and Career Development Coordinator.
2. **HUMAN RESOURCES FUNCTIONS**

2.1. Specify the number of employees reporting directly to this position.
   
   Head Count: 0 __________  FTE: __________

2.2. Specify the number of employees reporting to this position through subordinate supervisors, including student employees.

   Head Count: 0 __________  FTE: __________

3. **PRINCIPAL CHALLENGES** Describe the nature and variety of the most complex problems that are faced by this position.

   The Career Development Specialist is responsible for one-on-one advising sessions with students and assisting with the implementation of workshops, presentations, and special events.

   Personal contacts made by phone, mail, email and in person with students, faculty, staff, alumni, prospective employers and community members are numerous and frequent.

   Supports the student development process beginning with career exploration and culminating in finding employment or attending graduate or professional school.

4. **POSITION SCOPE** Indicate the important scope data applicable to this position which will best describe its size or effect on the University. State all figures on an annual basis.

   *(For AP or Civil Service custom classes ONLY)*

4.1. Dollar Measures—e.g., budget (list salaries and operational expenses separately), capital expenditures, educational grants received, annual research program expenditures, etc.

   Indicate the responsibility of the position for the item listed, (e.g. fiscal officer, delegated fiscal officer, makes recommendations, etc.)

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4.2. Other scope measurements pertinent to this position, (e.g., number of departments affected, number of students, colleges or departments served, number of items or amount of property purchased, annual cost of educational services, research funds developed, number of students recruited, potential savings to the University as a result of the position’s activity, etc.)

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5. **QUALIFICATIONS** Minimum education and work experience (including years) to qualify for position. *(For AP or Civil Service custom classes ONLY.)*

1. Bachelors degree
2. Minimum one (1) year work experience and/or education related to advising, recruiting, human resources, counseling, and/or career development.
3. Demonstrated experience conducting workshops and giving presentations.
4. Excellent communication skills.
5. Experience working with diverse populations.

Note: Based on position requirements, additional education, training, and/or work experience in the area of specialization inherent to the position may be required.

6. **OTHER** Describe anything else of significance which is important to the position and not covered elsewhere. For example, knowledge, skills and abilities critical to the performance of the job; any unique conditions outside of a normal office environment; involvement in academic committees and/or outside educational organizations required by the job; or anything else which may be significant to the function of this position.

**Preferred Qualifications:**
1. Masters degree in counseling, higher education administration, college student personnel, workforce education or a related field plus experience in career development and/or job-search counseling.
2. Certified to administer Strong Interest Inventory and/or Myers-Briggs Type Indicator.
3. Experience using online job management systems such as Handshake.
4. Strong proficiency and experience using technology and social media as it relates to delivery and marketing of university services (i.e. Facebook, Twitter, Instagram, LinkedIn)

7. **ORGANIZATIONAL STRUCTURE** Please attach a current departmental organizational chart.