



TEXAS TECH UNIVERSITY®

Position Class Title: Assistant Director

Department: University Career Services

Requisition number: 4198BR

Position Description: Performs complex personal, vocational, educational, or other counseling or training at the individual or group level. Assists in management of counseling programs. May supervise counselors or other employees. Performance is based on individual counseling effectiveness and overall program results obtained.

Major/Essential Functions:

- Facilitates employers' usage of the University Career Centers' programs and activities.
- Conducts employer site visits in Lubbock, state-wide, and out of state.
- Serves as career representative to Alumni Association and Parent Association.
- Organizes professional development events and career fairs.
- Sits on community committees and professional associations to increase awareness of TTU in the local and national environment.
- Represents the university Career Center in making classroom and student organization presentations, and guest lectures.
- Works with students and alumni to enhance career development.
- Performs complex personal, vocational, education, or other counseling or training at the individual or group level.
- Assists in coordination of marketing and advertising initiatives.
- Serves on various TTU committees to assist department and student activities at TTU.
- May supervise designated staff, student ambassador employees, or intern/practicum student employees.

Qualifications:

Bachelor's degree and three years experience in related area. Additional education in a related area may substitute for experience on a year for year basis.

Preferred Qualifications:

Master's degree plus 2 years experience in working with employers and/or students. Experience working in employer relations, human resources, or recruiting. Knowledge of college student needs in the areas of career development. Requisite experience may be utilized in lieu of education achievement. Demonstrated public speaking ability.

Application Procedures:

Apply online at www.workattexastech.com and enter via STAFF portal; search for req ID # 4198. If you should need assistance with the application process, please contact Human Resources, Talent Acquisition office at hqs.recruiting@ttu.edu or 806-742-3851.

As an EEO/AA employer, the Texas Tech University System and its components will not discriminate in our employment practices based on an applicant's race, ethnicity, color, religion, sex, national origin, age, disability, genetic information or status as a protected veteran.

Texas Tech University offers a great benefits/retirement package!