



MPP POSITION DESCRIPTION

Department: Career Center
Working Title: Associate Director of Internships and Partnerships
Time Base: Full-time
Class Code: 3318
Position Number: 00006834
MPP Job Code: S045

Position Reports To: Director of the career center
Classification: Administrator I
Range Code: 1
Exempt or Non-Exempt: Exempt
Last Update: 6/10/24
Worksite Options: On-site

PURPOSE OF POSITION:

Under the direction and supervision of the Career Center Director, the Associate Director of Internships and Partnerships serves as a secondary lead in overseeing the day-to-day operations of the Career Center and is an integral member of the administrative team, involved in the formulation, interpretation, and implementation of department policies and procedures and creating an overall strategic direction for the Career Center. Helps lead departmental efforts to provide cross-divisional support for the delivery of career education and enhance the social mobility of students. Ensures effective delivery of career services and programs through data-informed decision-making practices and provides lead direction to career counselors in prioritizing workflow and providing input for performance evaluations. Serves as lead for the development and management of various experiential learning programs housed within the career center, including academic and non-academic internships and on-campus employment. The Associate Director of Internship Programs and Partnerships is responsible for the management of the Internship Programs Coordinator and the Career & Internship Support Specialist. Additionally, this role will also be responsible for performing some employer relations duties.

The Associate Director of Internships and Partnerships will consult with the heads of departments and faculty across campus to develop partnerships in the delivery of career and experiential program development, developing resources, and ensuring implementation of programs and services. Major responsibilities include strategic planning, program development and management, faculty collaboration, student support, internship/experiential learning programs, compliance and assessment, and program management and administrative responsibilities. The incumbent will foster relationships with internal and external organizations, maintaining knowledge and compliance with university policies, managing databases, and coordinating complex administrative tasks. The incumbent must possess strong organizational, communication, and leadership skills, along with knowledge of university infrastructure. Incumbent must demonstrate a high-level of professionalism and confidentiality.

MAJOR RESPONSIBILITIES:

	<u>% of Time</u>
1. Leadership/Management	25%
2. Strategic Planning	25%
3. University/Community Partnership	25%
4. Functional Oversight Management	25%

LIST OF TASKS FOR EACH MAJOR RESPONSIBILITY:

1. LEADERSHIP/MANAGEMENT:

Acts as a change champion. Leads courageously by addressing difficult issues. Works to resolve issues at the peer level and takes measures to mitigate future issues. Supports and moves new initiatives forward. Identifies current and future challenges and proposes effective solutions. Understands what issues require a “sense of urgency” and handles accordingly. Ensures confidentiality around sensitive issues. Facilitates an environment that motivates, empowers, and inspires commitment from employees. Assumes good intent with one another and work on the premise of trust. Demonstrates commitment to creating and sustaining a diverse and inclusive workforce. Provides clear direction. Communicates effectively and with purpose. Creates and implements methods for improving individual and team performance. Builds effective teams committed to organizational goals. Works with a spirit of collaboration, inclusion, respect and collegiality. Takes ownership of issues and demonstrates accountability. Creates an environment in which employees are recognized for their accomplishments and contributions to the success of the team. Builds competence in others through effective coaching, performance management

and mentoring. Supports and encourages professional and career development for employees. Fosters a culture of support and success for new hires by utilizing effective onboarding methods. Understand the university’s mission and vision and how the department/division work activities and goals support the mission. Ensures cross-divisional support and participation. Recognizes, understands, and appreciates different roles across the institution. Identifies and calls advocacy behavior. Speaks and advocates with one common voice. Determines, effectively allocates, and coordinates resources.

2. STRATEGIC PLANNING:

As a strategic partner, recommends, creates, and implements long and short term strategic plan goals and operational plans for the Career Center. Ensures Career Center goals align with and support the overall mission of the university. Motivates and encourages commitment to achievement of strategic plans. Effectively communicates the strategic initiatives. Accomplishes strategic goals for the Career Center.

3. UNIVERSITY/COMMUNITY PARTNERSHIP:

As a member of the campus community, ensures a community focused strategy to support the university’s mission. Identifies and anticipates community needs. Builds effective strategic alliances internally and externally. Collaborates with business partners in the achievement of university goals that support the university’s mission. Initiates and develops strong working relationships with the community. Recognizes the importance of collective strength, knowledge, and information. Actively solicits and acts upon feedback. Develops and implements solutions. Successfully negotiates through persuasion. Gains support and commitment from others. Works to find common ground and group consensus. Takes the necessary measures to solicit and influence internal and external support. Demonstrates commitment to diversity.

4. FUNCTIONAL OVERSIGHT/MANAGEMENT:

Under the direction and supervision of the Career Center Director, The Associate Director of Internship and Partnerships serves as a key leader in the daily operations of the Career Center. Working with the Director, this role is vital in helping set the strategic goals and direction for the center. This includes the creation and execution of diverse programs, such as internships, on-campus employment, and employer development. Establishing and nurturing relationships with internal and external organizations are crucial aspects of the role to cultivate placement opportunities for both internships and on campus employment. The Associate Director helps ensure compliance with university policies for the career center employment and develops assessment and evaluation criteria. Additionally, they take charge of the expansion of internship opportunities through strategic planning and outreach efforts. Leadership in the coordination of communication with industry/community partners for site visits.

The Associate Director will co-lead the collaboration with deans, professors, administrators, and program managers to identify and coordinate outreach strategies for community partners/employers. The Associate Director ensures liaison support for student inquiries and develops recommendations for creating opportunities aligned with campus programs.

The Associate Director maintains knowledge of the career center activities and offerings to provide training as needed to internal and external contacts, ensuring proficiency in database systems, communication, and new/revised processes. This role will also perform other duties as assigned.

This position will provide lead direction and oversight to the Internship Programs Coordinator and the Career & Internship Support Specialist. They will represent the Career Center at various internal and external events in the absence of the director.

SUPERVISION OF OTHERS:

Internships Programs Coordinator – AAS EX – II	40 hrs./week
Career & Internship Support Specialist – PS I/5	40 hrs./week

PURPOSE AND NATURE OF WORK RELATIONSHIPS:

CSUSM Internship Council	Coordination and facilitation of the council	Monthly
External Community Partners/Employers	Develop job contacts and promote opportunities	Daily
Faculty/Students	Calendar/information dissemination	Daily
	Experiential learning programs delivery	
Chancellor’s Office Staff	To work collaboratively on various program issues	Daily
	Work collaboratively on Systemwide S4 database	
Campus Administrative Offices	Work collaboratively on campus and	Weekly
	Systemwide initiatives and experiential learning	
Advisory Boards/Committees	Attend meetings and events	Monthly

Risk Management Office	Address risk management issues (internships)	As needed
Contracts/Procurement	Contract agreements for academic internship	As needed
Office Human Resources	Consult on various personnel issues	As needed
Facilities Services	Coordinate program and service needs	As needed

REQUIREMENTS OF POSITION:

1. List education and experience required

- Bachelor's degree in a discipline related to higher education administration, student personnel services, counseling, human development or related field **plus** four (4) years of progressively responsible student services work experience which includes a minimum of two (2) years leading and/or supervising the work of others; or an equivalent combination of education and experience.
- Two (2) years of progressively responsible experience demonstrating a comprehensive understanding of career development theories and self-assessment processes, job search strategies, job market trends, employer relations, contemporary recruitment methodologies, and trends in career services including the use of current technologies.
- Preferences
 - i. Demonstrated commitment and ability to advance the University's goals in the areas of diversity and inclusive excellence.
 - ii. Master's degree in a related field strongly preferred.
 - iii. Work experience in an academic setting, ideally Public Higher Education.

2. List knowledge, skills, and abilities required for this position.

- Leadership / Vision:
 - Commitment to CSUSM's mission and goals as a student-centered university dedicated to teaching excellence and active learning with a university first perspective and a customer focused strategy.
 - Ability to establish a clear and understandable vision for the (Department Name), engage the university community in the implementation of the vision, and build the operational components to execute the vision.
 - Ability to lead and enable groups of people to face challenges and achieve results in complex conditions.
 - A commitment to diversity, inclusiveness and access in all areas of the university.
- Management / Conflict Resolution / Problem Resolution / Initiative / Continuous Improvement:
 - Successful experience managing a complex organization.
 - Experience building and managing an effective world-class team dedicated to organizational goals and high performance.
 - Experience with directing, supervising, motivating and inspiring others; measuring the performance of people, teams and organizations, and assessing performance and progress.
 - Familiarity with collective bargaining and administering corrective action as appropriate in a collective bargaining environment.
 - Ability to develop and support on-going learning and professional development for staff, managers and emerging leaders.
 - Ability to lead courageously by addressing difficult issues.
 - Ability to prioritize and handle issues based on sense of urgency and importance of the issues.
 - Ability to ensure confidentiality around sensitive issues.
 - Ability to initiate and support innovation with creativity, openness to change, flexibility, responsiveness, and future focus.
 - Ability to apply quality management techniques of continuous improvement and employee involvement to assess and improve services, promote campus culture and build teams.
 - Ability to identify current and future challenges and propose and implement effective solutions.
 - Experience making effective decisions with sound analytical ability, good judgment and strong operational focus.
- Communication:
 - Excellent oral and written communication skills.
 - Ability to communicate effectively and with purpose to a variety of audiences.
 - Successful negotiation and persuasion skills.
- Strategic planning / Goal Setting:

- Experience in strategically supporting growth and/or change.
 - Experience creating and implementing long and short term goals.
 - Experience in determining and coordinating resource allocations.
 - Ability to collaborate with multiple entities to plan and accomplish the objectives set forth in the university's strategic master plan, coordinating ongoing multiple large and complex projects from conception to completion in a centralized and highly regulated environment.
 - Ability to find solutions that result in prudent decisions, to promote mutual satisfaction and positive action, and to develop imaginative approaches to achieve individual, unit and institutional strategic initiatives.
 - Ability to apply forward-thinking and creative thought with high ethical standards to develop strategic vision.
- Teamwork / Collaboration:
 - The ability to work effectively and build strong alliances internally and externally with a broad range of individuals to bring the University community together around shared goals.
 - Ability to recognize, understand, and appreciate different roles across the institution.
 - Functional Area Expertise:
 - Knowledge of current trends in career services including new technology, hiring and practices
 - Knowledge of student development and career development theories as they apply to a comprehensive university setting.
 - Knowledge of and experience utilizing a variety of age-appropriate career assessment instruments and the leading technological advances in the fields of career services
 - Public speaking and teaching ability
- 3. List machines, tools, equipment, and motor vehicles used in the performance of the duties**
- Standard office and communication equipment.
- 4. List unique working conditions**
- Occasional overnight travel.
- 5. Other Employment Requirements**

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in [CSU Executive Order 1083](#) as a condition of employment.

- General Reporter
 Limited Reporter

This position is a “designated position” in the California State University’s Conflict of Interest Code. The incumbent in this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission. This position is required to file the Form 700 under disclosure category: 2

This position is subject to a background check including, but not limited to, employment verification, education verification, reference checks and criminal record checks. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and CSU systemwide policy, this position is subject to ongoing review for designation as a Campus Security Authority. Individuals that are designated as Campus Security Authorities are required to immediately report Clery incidents to the institution and complete Clery Act training as determined by the university Clery Director.

Must participate in required campus trainings including, but not limited to, CSU’s Sexual Misconduct Prevention training; Information Security Awareness Training; and CSU’s Discrimination Harassment Prevention Program for Supervisors.

PHYSICAL EFFORT, MENTAL EFFORT AND ENVIRONMENTAL FACTORS:

Check the appropriate box for each of the following items which most accurately describes the extent of the specific activity performed by this employee on a daily basis.

PHYSICAL EFFORT

Number of hours/day
N/A 1-2 3-4 5-6 7+

1. Sitting			x	
2. Standing	x			
3. Walking	x			
4. Bending (neck)	x			
1. Bending (waist)	x			
6. Twisting (neck)	x			
7. Twisting (waist)	x			
8. Crawling	x			
9. Climbing	x			
10. Reaching (above shoulder)	x			
11. Reaching (below shoulder)	x			
12. Walking on uneven ground	x			
13. Crouching				
14. Kneeling	x			
15. Balancing	x			
16. Pushing or pulling	x			

Number of hours/day
N/A 1-2 3-4 5-6 7+

17. Fine manipulation	x			
18. Simple grasping	x			
19. Power grasping	x			
20. Lifting or carrying	x			
A. 10 lbs or less	x			
B. 11 to 25 lbs	x			
C. 26 to 50 lbs	x			
D. 51 to 75 lbs	x			
E. 76 to 100 lbs	x			
F. Over 100 lbs				
21. Keyboard use				x
22. Mouse use				x
23. Repetitive use of hands/arms	x			
24. Repetitive use of legs/feet	x			
25. Eye/hand coordination				x

- 26. Driving cars, trucks, forklifts and other equipment
- 27. Being around scientific equipment and machinery

Yes	No

MENTAL EFFORT

Number of hours/day
N/A 1-2 3-4 5-6 7+

1. Directing others				x
2. Writing			x	
3. Using math/calculations			x	
4. Talking			x	
5. Working at various tempos				x
6. Concentrating amid distractions				x
7. Remembering names				x
8. Remembering details				x
9. Making decisions				x
10. Working rapidly				x
11. Examining/observing details				x
12. Discriminating colors	x			

ENVIRONMENTAL FACTORS

Number of hours/day
N/A 1-2 3-4 5-6 7+

1. Inside				x
2. Outside	x			
3. Humid	x			
4. Hazards	x			
5. High places	x			
6. Hot	x			
7. Cold	x			
8. Dry				x
9. Wet	x			
10. Extreme change of temp	x			
11. Dirty/dusty	x			
12. Exposure to gas, fumes or chemicals	x			
13. Odors	x			
14. Noisy	x			
15. Working w/others			x	
16. Working around others				x
17. Working alone		x		

SIGNATURES

The last sheet for any staff job description should contain the signature sheet. Signatures will include the incumbent's signature (if applicable) or new employee; the supervisor's signature and all pertinent administrative personnel.

Employee

Print Name: _____

Signature: _____

Date: _____

Appropriate Administrator

Print Name: _____

Signature: _____

Date: _____

Dean/Department Head/Director/AVP (optional)

Print Name: _____

Signature: _____

Date: _____

President's Administrative Team Member (optional)

Print Name: _____

Signature: _____

Date: _____