

# University of Houston

## Job Description

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1 position: Monica Thompson

### **Exec Dir, Career Services**

Job Code: **J3Q3**

Pay Plan: **UHE**

Family: **STUDENT SERVICES**

FLSA: **E**

Pay Grade: **114**

Sub Family: **Career Services**

***This position may be security sensitive requiring a criminal history investigation of the final candidate.***

### **Summary**

Directs the overall administration and management of the University Career Services department through the development and assessment of comprehensive career services programs and policies and fostering relationships with key stakeholders.

### **Job Duties**

1. Directs and oversees the university's career counseling services, including the development of career counseling delivery systems and administration of program assessments.
2. Oversees staff and professional development and develops and monitors departmental budgets in accordance with applicable regulations, policies and procedures.
3. Develops and implements strategies for assisting undecided students in making career and academic decisions that are consistent with individual student interests, aptitudes and goals.
4. Fosters relationships and develops communication networks with key university and community entities to increase awareness of career development services.
5. Provides leadership in developing innovative services and programs to meet the needs of undergraduate and graduate students as well as instructional and administrative faculty, and the employment community.
6. Develops comprehensive goals, objectives, and short- and long-range plans guiding the operations of the department, and ensures that established goals and objectives are communicated and obtained.
7. Oversees job development, work study job placement, workshops and other special projects.
8. Remains informed of current issues, best practices and new products in the use of vocational assessments for Career Services.
9. Performs other job-related duties as required.

### **Job Requirements**

#### **Education**

Requires application of advanced principles, techniques and theory in a professional discipline or a thorough general business management knowledge. Knowledge of this level is typically obtained through a directly job-related Master's degree or equivalent formal training in a recognized field of specialization that is directly related to the type of work being performed.

#### **Experience**

Requires a minimum of seven (7) years of directly job-related experience.

#### **Certification/Licensing**

None.

#### **Work Complexity**

Requires a broad knowledge of principles and practices within a professional field. Work is very nonstandardized and widely varied, involving many complex and significant variables.

#### **Change in Knowledge**

The knowledge and/or technology used in the job changes periodically; occasional study and training is required.

# University of Houston

## Job Description

1 position: Rosalba Sanchez

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### **Asst, Administrative**

Job Code: **D5H8**

Pay Plan: **UHN**

Family: **ADMIN SERVICES**

FLSA: **N**

Pay Grade: **108**

Sub Family: **Administrative Support**

***This position may be security sensitive requiring a criminal history investigation of the final candidate.***

### **Summary**

Provides administrative staff support to a university executive. Organizes and coordinates activities of the unit.

### **Job Duties**

1. Drafts correspondence, memoranda, speeches, position papers, program/grant proposals and other written documentation.
2. Assists in organizing activities of the unit, such as retreats, staff development, committee appointments, internship programs, awards ceremonies, etc.
3. Serves on committees and task forces as a representative of the unit.
4. Responds to information requests from internal and external agencies and offices and conducts research to assist in policy and program development.
5. May collect information, and write and edit newsletter or news bulletins for the unit.
6. Participates in special projects and prepares a variety of statistical reports as needed.
7. Performs other job-related duties as assigned.

### **Job Requirements**

#### **Education**

Requires a thorough understanding of both theoretical and practical aspects of an analytical, technical or professional discipline; or the basic knowledge of more than one professional discipline. Knowledge of the discipline is normally obtained through a formal, directly job-related 4 year degree from a college or university or an equivalent in-depth specialized training program that is directly related to the type of work being performed.

#### **Experience**

Requires a minimum of three (3) years of directly job-related experience.

#### **Certification/Licensing**

None.

#### **Work Complexity**

Requires a detailed knowledge of a specialized or technical field. Work requires the direct application of a variety of procedures, policies and/or precedents.

#### **Change in Knowledge**

The knowledge and/or technology used in the job changes periodically; occasional study and training is required.

#### **Problem Solving**

Requires the examination and basic analysis of information that is not readily available, some of which is highly technical or specialized, to arrive at solutions or recommendations and/or take appropriate action.

#### **Impact of Decisions**

Inside Department

Considerable.

# University of Houston

## Job Description

1 Position: Tiffany Bitting

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### **Assc Dir, Career Services**

Job Code: **J3Q6**

Pay Plan: **UHE**

Family: **STUDENT SERVICES**

FLSA: **E**

Pay Grade: **111**

Sub Family: **Career Services**

***This position may be security sensitive requiring a criminal history investigation of the final candidate.***

### **Summary**

Manages the career counseling services of the University Career Services Department through supervision of professional staff, development and assessment of services and fostering relationships with key university entities.

### **Job Duties**

1. Manages day-to-day operations for career counseling services, including supervision of professional staff; develops career counseling delivery systems and administers program assessments.
2. Advances professional development opportunities for career counseling staff, which includes participation in local, regional and national conferences; internal and external training sessions; individual feedback and the acquisition of associated literature.
3. Develops and implements strategies for assisting undecided students in making career and academic decisions that are consistent with individual student interests, aptitudes and goals.
4. Fosters relationships and develops communication networks with the University Studies Division, academic advisors, personal counselors, faculty members, selected university student organizations and other key university entities to increase awareness of career development services.
5. Serves as primary liaison with the Bauer College of Business Administration for coordinating events, disseminating information, conducting presentations and other related services to meet the needs of students and corporate recruiters.
6. Conducts career counseling sessions for students in individual and group settings on career development topics, including career decision-making and organizing and implementing a professional job search.
7. Serves as the primary resource, and stays abreast of current issues and new products in the use of vocational assessments for University Career Services.
8. Participates in job development, Work Study job placement, workshops, meetings and other special projects for University Career Services.
9. Monitors operations and supervises on-campus recruitment, resume referral and job-listing services, and employer relations in absence of the Director.
10. Performs other job-related duties as assigned.

### **Job Requirements**

#### **Education**

Requires application of advanced principles, techniques and theory in a professional discipline or a thorough general business management knowledge. Knowledge of this level is typically obtained through a directly job-related Master's degree or equivalent formal training in a recognized field of specialization that is directly related to the type of work being performed.

#### **Experience**

Requires a minimum of three (3) years of directly job-related experience.

#### **Certification/Licensing**

None.

#### **Work Complexity**

Requires in-depth knowledge of principles and practices within a specific area of a professional field. Work is substantially complex and varied, and requires the

# University of Houston Job Description

3: Cynthia Olmedo,  
Caitlin Dies,  
Pruyanka Raut

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## ***Asst Dir, Career Couns Undrgrd***

Job Code: **J3Q4**

Pay Plan: **UHE**

Family: **STUDENT SERVICES**

FLSA: **E**

Pay Grade: **110**

Sub Family: **Career Services**

***This position may be security sensitive requiring a criminal history investigation of the final candidate.***

### ***Summary***

Manages the undergraduate career counseling services through planning and execution of programs, counseling services, fostering relationships with employers and providing work leadership and direction to counseling staff.

### ***Job Duties***

1. In coordination with the Director of Undergraduate Career Counseling, provides oversight for career counseling services; develops career counseling delivery systems and administers program assessments.
2. Assists the Director with departmental data collection, reporting and analysis. Provides guidance to faculty and supervises counseling staff in the absence of the Director.
3. Develops and implements strategies for assisting undergraduate students and alumni in making career decisions and job search strategies that are consistent with individual student interests, aptitudes and goals.
4. Assists in the development of relationships and communication networks with employers to increase awareness of career development services.
5. Serves as liaison with student organizations and professional organizations for coordinating events, disseminating information, conducting presentations and other related services to meet the needs of undergraduate students and recruiters.
6. Conducts career counseling sessions for students and alumni in individual and group settings on career development and professional networking.
7. Reviews literature and recent research regarding employment trends and conveys this information to counseling staff and employers as necessary.
8. Performs other job-related duties as required.

### ***Job Requirements***

#### ***Education***

Requires a thorough understanding of both theoretical and practical aspects of an analytical, technical or professional discipline; or the basic knowledge of more than one professional discipline. Knowledge of the discipline is normally obtained through a formal, directly job-related 4 year degree from a college or university or an equivalent in-depth specialized training program that is directly related to the type of work being performed.

#### ***Experience***

Requires a minimum of three (3) years of directly job-related experience.

#### ***Certification/Licensing***

None.

#### ***Work Complexity***

Requires in-depth knowledge of principles and practices within a specific area of a professional field. Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination.

#### ***Change in Knowledge***

The knowledge and/or technology used in the job changes periodically; occasional study and training is required.

# University of Houston Job Description

5 Positions: Adalia, Ayo,  
Jamie, Lauren  
Donah.

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## ***Counselor, Career 2, College***

Job Code: **J3R9**

Pay Plan: **UHE**

Family: **STUDENT SERVICES**

FLSA: **E**

Pay Grade: **108**

Sub Family: **Career Services**

***This position may be security sensitive requiring a criminal history investigation of the final candidate.***

### ***Summary***

Provides career advising, career counseling, and job placement services to undergraduate and/or graduate students and alumni of a college. Coordinates career counseling activities and programs.

### ***Job Duties***

1. Advises and counsels students regarding career selection, job searches and internships.
2. Assists students with search techniques, resume preparation, interviewing strategies, networking and recruiting schedules.
3. Conducts workshops and seminars concerning career preparation, interview skills and job search techniques.
4. Coordinates with the office of University Career Planning and Placement and other on-campus and off-campus offices and organizations to provide students with varied resources and information.
5. Coordinates the work of counseling staff and manages their on-going training and professional development.
6. Manages and evaluates career counseling services and programs; prepares status reports; and recommends and implements improvements to services.
7. Implements, manages and evaluates systems and resources used to provide counseling services.
8. Performs other job-related duties as assigned.

### ***Job Requirements***

#### ***Education***

Requires a thorough understanding of both theoretical and practical aspects of an analytical, technical or professional discipline; or the basic knowledge of more than one professional discipline. Knowledge of the discipline is normally obtained through a formal, directly job-related 4 year degree from a college or university or an equivalent in-depth specialized training program that is directly related to the type of work being performed.

#### ***Experience***

Requires a minimum of three (3) years of directly job-related experience.

#### ***Certification/Licensing***

None.

#### ***Work Complexity***

Requires in-depth knowledge of principles and practices within a specific area of a professional field. Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination.

#### ***Change in Knowledge***

The knowledge and/or technology used in the job changes periodically; occasional study and training is required.

#### ***Problem Solving***

Requires the examination and basic analysis of information that is not readily available, some of which is highly technical or specialized, to arrive at solutions or recommendations and/or take appropriate action.

# University of Houston Job Description

1 position: Donah Justice

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## ***Spec, Career Development***

Job Code: **J3R4**

Pay Plan: **UHE**

Family: **STUDENT SERVICES**

FLSA: **E**

Pay Grade: **109**

Sub Family: **Career Services**

***This position may be security sensitive requiring a criminal history investigation of the final candidate.***

## ***Summary***

Develops and administers career programming and resources for the students and alumni of a college. Develops internship programs and placement opportunities with major employers.

## ***Job Duties***

1. Develops and implements programming to educate students about career development and job search activities.
2. Conducts development training programs to small and large groups of students and alumni.
3. Contacts potential employers to promote placement activities for the college.
4. Serves as liaison between employers, faculty, administrators and alumni to advance career opportunities.
5. Advises and counsels students regarding career selection, job searches and internships.
6. Oversees the development of new resources.
7. Performs other job-related duties as assigned.

## ***Job Requirements***

### ***Education***

Requires application of advanced principles, techniques and theory in a professional discipline or a thorough general business management knowledge. Knowledge of this level is typically obtained through a directly job-related Master's degree or equivalent formal training in a recognized field of specialization that is directly related to the type of work being performed.

### ***Experience***

Requires a minimum of one (1) year of directly job-related experience.

### ***Certification/Licensing***

None.

### ***Work Complexity***

Requires in-depth knowledge of principles and practices within a specific area of a professional field. Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination.

### ***Change in Knowledge***

The knowledge and/or technology used in the job changes periodically; occasional study and training is required.

### ***Problem Solving***

Requires the examination and basic analysis of information that is not readily available, some of which is highly technical or specialized, to arrive at solutions or recommendations and/or take appropriate action.

### ***Impact of Decisions***

Inside Department

Considerable.

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## Job Description

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1 position = Larissa  
Rios Cruz

### **Coord, Career Svcs Emp Rels**

Job Code: **J3R5**

Pay Plan: **UHN**

Family: **STUDENT SERVICES**

FLSA: **N**

Pay Grade: **107**

Sub Family: **Career Services**

***This position may be security sensitive requiring a criminal history investigation of the final candidate.***

### **Summary**

Manages career counseling and student leadership services of a college career center through supervision of professional staff, development and assessment of services and fostering relationships with employers, student organizations and faculty.

### **Job Duties**

1. Manages day-to-day operations for career counseling services and student leadership, including supervision and training and development of professional staff; develops career counseling delivery systems and administers program assessments.
2. Advises students and alumni on complex issues related to career development and job search.
3. Assists with employer outreach, cultivates relationships with employers, and marketing as appropriate for the college career center. Participates in local and national events. Oversees involvement of staff with employers and staff involvement of local and national events.
4. Manages purchasing for Career Counseling and Student Leadership services.
5. Makes recommendations and enforces policies related to career counseling services.
6. Assists with administration of required undergraduate career courses.
7. Other job-related duties as assigned.

### **Job Requirements**

#### **Education**

Requires a thorough understanding of both theoretical and practical aspects of an analytical, technical or professional discipline; or the basic knowledge of more than one professional discipline. Knowledge of the discipline is normally obtained through a formal, directly job-related 4 year degree from a college or university or an equivalent in-depth specialized training program that is directly related to the type of work being performed.

#### **Experience**

Requires a minimum of three (3) years of directly job-related experience.

#### **Certification/Licensing**

None.

#### **Work Complexity**

Requires a broad knowledge of principles and practices within a professional field. Work is very nonstandardized and widely varied, involving many complex and significant variables.

#### **Change in Knowledge**

The knowledge and/or technology used in the job changes periodically; occasional study and training is required.

#### **Problem Solving**

Requires the examination and basic analysis of information that is not readily available, some of which is highly technical or specialized, to arrive at solutions or recommendations and/or take appropriate action.