

Job Description/Employment Requisition Form

In addition to completing this form, please provide a copy of the most current departmental organization chart as it relates to this position, or reclassification. For reclassifications, please note the name and current title of the incumbent.

Name:		Quick Req #	
Employee ID:		Department:	Division of Career Pathways
Career Tracks Job Family:	Student Services	Career Tracks Job Function:	Career Services
Career Tracks Category:	Supervisory and Management	Career Tracks Job Level:	Supervisor 1
Career Tracks Payroll Title:	CAREER SVC SUPV 1	Career Tracks Job Code:	4519
Career Tracks Grade:	20	FLSA Status (Exempt vs. Non-exempt):	Exempt
Career Tracks Per. Prog.:	PSS	Working Title:	Assistant Director, Employer Relations
Supervisor's Name:	Hema Paliwal	Supervisor's Phone:	(949) 824-4645
Supervisor's Payroll Title:	CAREER SVC SPEC SUPV 2	Supervisor's Email:	hpaliwal@uci.edu
Supervisor's Job Code:	004520	Type of Supervision Received:	General Direction

Job Function Summary *(not customizable, will not be used in the job posting/advertisement):*
Involves planning, developing, and implementing programs, activities, counseling, and advising focused on students' career development. Works with students, alumni, and / or potential employers.

Generic Scope *(not customizable, will not be used in the job posting/advertisement):*
Provides immediate supervision to a unit or group of operational or technical employees. A portion of time may be spent performing individual tasks related to the unit; however, supervisory activities must constitute a primary part of the job. Supervises unit operations to ensure compliance with departmental or organizational policies, procedures, and defined internal controls. Ensures accountability and stewardship of department resources (operational, financial, and human) in compliance with departmental standards and procedures.

Custom Scope *(customizable, will be used in the job posting/advertisement):*
The Assistant Director, Employer Relations is a key leadership role within the Division of Career Pathways (DCP) that requires exceptional program management and relationship building skills to engage team members, employers, faculty, staff, and alumni in efforts that will increase access to quality opportunities and meaningful career experiences for UC Irvine students. The Assistant Director serves on DCP's Leadership Team and performs the role of the Associate Director, Employer Relations, in their absence. While providing forward-looking leadership and management for the continuing

development, effectiveness, and visibility of DCP by applying principles of strategic planning, operational management, and best practices as they relate to employer relations, the Assistant Director collaborates with the Associate Director of Employer Relations to direct the day-to-day administration and planning efforts of the Employer Relations team. The Assistant Director actively supervises, develops, and evaluates employer relations staff who coordinate employer recruitment activities, such as career fairs, employer information sessions, employer outreach, and other related programs and resources.

Department Overview *(please write a brief description of your department/unit that you would like to be included in the job posting/advertisement)*

The Division of Career Pathways is an environment that celebrates diversity of background and experience and one that leverages the unique talents and strengths of staff to achieve greater employee satisfaction, higher productivity, and innovation. We strive to be a place where staff feel that they are equitably treated, respected, heard, valued, and enabled to do their best work while contributing to organization’s mission and vision.

Key Responsibilities

List key functions and the estimated percentage of time spent performing each of the responsibilities. Indicate which responsibilities are considered "Essential" to the successful performance of the job as defined by the EEOC: “Essential functions are the basic job duties that an employee must be able to perform. You should carefully examine each job to determine which functions or tasks are essential to performance.”

Example:

25% Essential Performs basic design, development, modification and debugging of software. Evaluates basic software for functional areas. Analyzes existing software or works to formulate logic for basic systems, prepares basic specifications and performs coding.

% of time	Essential Function (Yes/No)	Key Responsibilities <i>(To be completed by Supervisor)</i>
45	Yes	<p>Administration and Management</p> <p>Oversees coordination of DCP employer relations services including planning, organizing, coordinating, directing, and evaluating employer relations functions. Develops and implements short and long-range goals and objectives as they apply to employer relations services in support of the overall mission of the Division of Career Pathways.</p> <p>Supervises, manages, develops, and evaluates employer relations staff who coordinate employer recruitment activities, such as career fairs, employer information sessions, employer outreach, student club outreach, and other services and resources designed to help employers connect with students and the campus community.</p> <p>Coordinates professional training and development activities for employer relations staff to include such areas as skill building, motivation enhancement, diversity issues, labor trends, decision-making barriers,</p>

		<p>personal/professional enrichment. Works with staff to design and implement professional development and involvement with professional organizations.</p> <p>Leads direct reports to establish strategic plans to reach new benchmarks and develop goals for increasing access to internship and career experiences opportunities.</p> <p>Ensures performance evaluation and professional development of direct reports is an on-going process and that all written evaluations are completed on time.</p> <p>Supports, designs, and deploys needs assessments, surveys, and evaluations to inform resource allocation, service delivery, program content, and process improvement.</p> <p>Serves as a primary liaison with various constituents and develops strong partnerships with student service units as well as employers.</p>
35	Yes	<p>Employer Relations and Program Management</p> <p>Conceives of innovative employer relations programs appropriate for all levels of students and alumni seeking careers in all sectors of employment (business/industry, government, not-for-profit, etc.), as well as those seeking further education in graduate or professional school.</p> <p>Actively scans the career services professional association and vendor space for tools, programs, and services that can be adapted to meet the needs of UCI employers and students.</p> <p>Responsible for decision-making regarding applicable policies and procedures as they pertain to employer relations functions.</p> <p>Manages the recruiting calendar and develops and executes marketing plans for employer events.</p> <p>Supports the management of the career platform Handshake including reviewing job, employer, and event approvals with support from staff and student assistants.</p> <p>Provides consultation to campus community regarding employer relations and DCP resources/services.</p> <p>Cultivates relationships with local, regional, national, and international employers to stay informed of hiring and internship trends. Shares trends with Division of Career Pathways staff, campus partners, and students.</p> <p>Proactively works with DCP Marketing Team to equip self and others with tools to promote UCI and its students to organizations that are seeking UCI talent.</p>

		<p>Stays up-to-date and informs stakeholders regarding standards and legal and ethical issues related to internships, student employment, and employment recruitment practices. Ensures policies and protocols are accurate on DCP website and within Handshake.</p> <p>Shares in approving internship and employment postings on Handshake.</p> <p>Creates informational and instructional online and print resources. Shares in updating other Division of Career Pathways resources that feature employer relations content.</p> <p>Presents Division of Career Pathways information at employer, student group, campus staff, and professional meetings.</p>
20	Yes	<p>Organizational Leadership and Involvement</p> <p>Serves on the Division of Career Pathways Leadership Team and Employer Advisory Board.</p> <p>Performs duties of the Associate Director, Employer Relations, in their absence.</p> <p>Participates in campus committees as the Division of Career Pathways' representative as appropriate.</p> <p>Provides significant contribution and supports the design and implementation of a year-round budget planning and monitoring process that will culminate annually in the preparation of the Center's departmental operating budget. Strategizes inventive ways to enhance revenue generation while adhering to the Division's mission of service.</p> <p>Works collaboratively in DCP committees and in support of Division of Career Pathways "all hands-on deck efforts," such as career fairs, implementing new technologies, Welcome Week activities, and search committees.</p> <p>Engages in training and staff development activities. Participates in staff meetings and retreats.</p> <p>Required to perform other duties as assigned.</p>
100%		<p><i>(To update total %, enter the amount of time in whole numbers (without the % symbol - e.g., 15, 20) then highlight the total sum (e.g., 1%) at the bottom of the column and press F9. The total sum should add up to 100%.)</i></p>

Knowledge Skills and Abilities (KSAs)

Required qualifications must be possessed by any candidate to be considered for the position. These qualifications will be included in the job posting/advertisement and will be used to screen applicants. Note: Only objective, specific and quantifiable (KSAs) will be used when screening

(i.e. 6 months of event planning experience vs. prior event planning experience). Preferred qualifications are those skills or abilities that an ideal candidate possesses, but are not required in order for a candidate to be considered for the position.

Please list:

Knowledge, Skills and Abilities	Req / Pref
Knowledge of career services processes and practices.	Choose an item.
Knowledge of needs assessment processes and practices.	Choose an item.
Knowledge of UC programs, career services, employer, alumni, and faculty needs and expectations.	Choose an item.
Ability to identify problems, verbal communication, organizational skills, and leadership skills.	Choose an item.
Ability to work with people from diverse cultures.	Choose an item.
	Choose an item.
	Choose an item.
	Choose an item.
	Choose an item.
	Choose an item.
	Choose an item.
	Choose an item.
	Choose an item.
	Choose an item.
	Choose an item.
	Choose an item.

Experience required for this Job

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Education required for this Job (customizable, will be used in the job posting/advertisement.)

- Bachelor's degree and three or more years of professional experience in any combination of student services, university career services, employer relations, and/or recruiting in a college or human resources environment.
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Licenses required for this Job (customizable, will be used in the job posting/advertisement.)

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-
-

Certifications required for this Job (customizable, will be used in the job posting/advertisement.)

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-
-
-

Special Conditions required for this Job (*customizable, will be used in the job posting/advertisement.*) Enter conditions such as shift work, travel, etc.

- Ability to travel is required. Possess valid CA driver s license or the ability to obtain one as required by the Department of Motor Vehicles.
- Availability to work weekends and evenings.
-

General Working Environment: Campus, medical center or other university setting and various external venues.

Potential Career Paths

- Career Services Supervisor 2
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-
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Supervision

Complete this section ONLY if the incumbent has direct or indirect supervision.

Indicate job titles of employees supervised by this position, the number of positions and total headcount/number of positions, and total Full Time Equivalent (FTE). For indirect reports, put "Indirect Reports" in the payroll title field and indicate the remainder of the information.

<u>Payroll Title</u> (i.e. Blank Asst. 3)	<u>Direct/Indirect</u>	<u>Total Headcount</u>	<u>Total FTE</u> (i.e. 2.5)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Are there other positions that perform the same work? (Optional) If so, please provide position the Position IDs

Insert the Position IDs

Physical, Environmental and Mental Requirements

Occ Up to 3 hrs
Cont 6 to 8+ hrs

Freq 3 to 6 hrs
N/A Never

Physical Requirements	Occ	Freq	Cont	N/A
Body Positions				
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waist Twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing				
Climbing stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing Ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other climbing <small>Click or tap here to enter text.</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching:				
Reaching overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching shoulder height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching below should height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting				
Lifting 0 - 20 lbs. below waist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 21 – 30 lbs. below waist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 31 – 60 lbs. below waist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting over 60 lbs. below waist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 0 - 20 lbs. above waist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 21 – 30 lbs. above waist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 31 – 60 lbs. above waist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting over 60 lbs. above waist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting up to 0 - 20 lbs. overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting up to 20 - 30 lbs. overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting up over 30 lbs. overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carrying				
Carrying 0 - 20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carrying 21 – 30 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carrying 31 – 60 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carrying over 60 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing				
Pushing 0 - 20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing 21 – 30 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing 31 – 60 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing over 60 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Pulling				
Pulling 0 - 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling 11 – 25 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling 26 – 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling 51 – 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling over 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand / Arm				
Fine finger manipulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gross manipulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Simple grasp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power grasp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive hand/arm use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mental Requirements				
Read/Comprehend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Write	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perform Calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicate Orally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reason and Analyze	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other mental demands	Click or tap here to enter text.			<input type="checkbox"/>
Environmental Requirements				
Exposures				
Loud noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moving machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Background noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dim or bright lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dust, fumes or gases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marked changes in temperature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marked changes in humidity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical or toxic substances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Latex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Radiation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microwave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Combative patients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works in confined quarters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Environmental				
Ability to differentiate color	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operating motor vehicles				
Use of protective equipment				
Other environmental	Click or tap here to enter text.			<input type="checkbox"/>

Please follow your department's procedures for management review and then submit to Human Resources

**Supervisor
Name:** _____
**Employee
Signature:** _____
Date: _____

**Supervisor
Title** _____
**Supervisor
Signature:** _____
Date: _____