



POSITION DESCRIPTION

POSITION INFORMATION		
Position Title		Today's Date
Director, Center for Professional Pathways		8/1/2025
Position Classification	Appointment (9mos. / 12 mos. / Other)	
Unclassified	12 months	
Normal Position Work Dates	FLSA	
	Exempt	
FTE (1.0 is Full-Time)	Classification Title (Classified Only)	
1.0 FTE		
Department/Division	Work Location	
Center for Professional Pathways/Student Affairs	Monmouth	
Reports to	Position Number	
VP of Student Affairs	E99804	
Incumbent	Reports to Position Number	
	E99852	

SUMMARY
Please provide a brief summary of the position.
The Director of Center for Professional Pathways (CPP) provides leadership for the department to maintain and expand Western Oregon University's comprehensive career services and access to experiential learning (i.e. internships, volunteering). The director advances equity in access to social mobility and collaborates with academic departments to integrate career readiness in curriculum and programs, by developing content, training, standards and practices. The director is also responsible for the coordination of the National Student Exchange (NSE).

PRIMARY DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and incidental duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The position description does NOT constitute an employment agreement between the university and employee and is subject to change by the university as the organizational needs and requirements of the job change.

JOB DUTIES		
JOB DUTIES (Please ensure the total of "% of Time" equals 100%)		
% of Time	Duties / Responsibilities	Essential or Incidental
40%	Career Development and Experiential Learning a) Oversees career education and coaching informed by current career development theory and current world-of-work trends. Keeps current on literature and interventions that align with today's world of work.	Essential



	<p>b) Ensures availability, and with certification, provides instruction about, and interprets a variety of career-related inventories related to interests, skills, work values, and abilities.</p> <p>c) Manages and directs the National Student Exchange Program (NSE) including program promotion, social media engagement, recruitment, advising students, placements, budget management, orientation, risk management, assessment, and creating/implementing policies.</p> <p>d) Presents at various campus events in order to promote career readiness and life design.</p> <p>e) Facilitates other instructional/educational programs such as networking, career mentoring, and recruiting events.</p> <p>f) Teaches or oversees the teaching of career exploration and readiness courses.</p>	
20%	<p>Program Planning and Leadership</p> <p>a) Serves as administrative head of Center for Professional Pathways by overseeing its budget and personnel, developing its service, professional development related programs, policies, and procedures, and implementing all services and programming rendered.</p> <p>b) Serves as campus expert and leader for developing a career readiness ecosystem, with the goal of every student being career ready upon graduation and to advance WOU's vision for social and career mobility</p> <p>c) Provides and facilitates CPP's strategic planning and facilitates assessment for continuous improvement.</p> <p>d) Develops and administers programs that meet or exceed CAS Standards, NACE Professional Standards, NCDCA ethical standards, and National Society for Experiential Education (NSEE) principles for best practice.</p> <p>e) Develops programs that achieve student outcomes for career readiness, and experiential learning. Assesses outcomes and facilitates continuous improvement.</p> <p>f) Supervises the management of the WOU internship and volunteer programming. Collaborates with campus stakeholders to advance experiential learning on campus.</p>	Essential
15%	<p>Employer Relations and Recruitment</p>	Essential



	<p>a) Oversees recruitment of students for on and off campus employment, internships, and volunteering.</p> <p>b) Provides leadership on WolfLink/Handshake, as the main recruiting tool for employers on an off campus; research and procurement of other career related software and applications.</p> <p>c) Networks with local and national employers for the purpose of promoting WOU talent and connecting students to opportunities.</p> <p>d) Establishes and maintains strong, on-going, positive relations with community partners, and recruiting employers, on behalf of WOU students and alumni.</p> <p>e) Promotes WOU's academic programs to potential and recruiting employers and coordinates campus job and career fairs.</p>	
5%	<p>Oversees and facilitates internal and external community relations, including leading or participating in relevant committees</p> <p>a) Conducts research on graduate employment outcomes and shares with stakeholders.</p> <p>b) Actively participates in professional organizations for continued professional development and networking experience.</p> <p>c) Lead efforts to advance career readiness through grant work and committees.</p> <p>d) Participate in university committees.</p>	Essential
5%	<p>Performs other duties as assigned.</p>	Essential

EDUCATION and/or EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities are below. **For classified positions, please see classification specifications found online at <https://fa.oregonstate.edu/classification-specifications>** to assist with the particular specifications for the position. Please contact Human Resources with questions.

**EDUCATION**

Type of Education	Required	Preferred	Specific field, training or degree
High School Diploma or equivalent (GED)	<input type="checkbox"/>	<input type="checkbox"/>	
Associate degree (A.S., A.A.) or two- year technical certificate	<input type="checkbox"/>	<input type="checkbox"/>	
Bachelor's degree	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Master's degree	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Counseling, College Student Services, MBA or related
Doctoral degree or equivalent (Ph.D., J.D., Ed.D.)	<input type="checkbox"/>	<input type="checkbox"/>	
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	

EXPERIENCE

Type of Experience	Required Years of Experience	Preferred Years of Experience	Notes
University career services or human resources	3-5 years		

SOFT SKILLS

Soft Skill	Required	Preferred	Notes
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

CERTIFICATES, LICENSES, REGISTRATIONS

(Select all that apply)	Required	Preferred	Please specify required professional license(s), registration(s), and or certification(s), if applicable:
<input type="checkbox"/> None			
Driver's license	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Eligibility for Professional license, registration or certification	<input type="checkbox"/>	<input type="checkbox"/>	
Professional license	<input type="checkbox"/>	<input type="checkbox"/>	
Registration	<input type="checkbox"/>	<input type="checkbox"/>	
Certification	<input type="checkbox"/>	<input type="checkbox"/>	

SUPERVISION

Check the box next to each supervision level utilized by this position.

Level 1	Positions at this level are not responsible for any supervisory functions or responsibilities but may occasionally be asked to orient and/or train new employees.	<input type="checkbox"/>
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Level 2	Lead Capacity: Positions at this level are responsible for providing leadership and instruction in daily work or special project direction that is provided to personnel in similar job functions at comparable or subordinate levels. This work is limited to individuals in the same work unit. Positions are not responsible for hiring, firing, disciplinary actions, etc.*	<input type="checkbox"/>
Level 3	Positions at this level are normally responsible for some supervisory responsibilities, including providing daily work direction, making recommendations regarding hiring, disciplining, terminating employees, making pay adjustments, and/or making employee job/assignment changes. These jobs do not make independent employment related decisions.	<input type="checkbox"/>
Level 4	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes subject to Department Head approval. This is the first full level of supervisory responsibility. Jobs at this level and higher are typically exempt.	<input type="checkbox"/>
Level 5	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, authority to hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes. Supervision will typically include both exempt and nonexempt positions which may include other supervisors.	<input checked="" type="checkbox"/>
Level 6	Positions at this level are normally responsible for full managerial responsibility including providing direction to other supervisors/managers regarding the supervision of their staff. Supervisory span will include direct and indirect reports, may cover multiple departments.	<input type="checkbox"/>

SUPERVISION CONTINUED

Level 7	The positions at this level are normally responsible for the overall management of the college, including providing direction to senior managers regarding the supervision of their staff. Final managerial authority and responsibility rests at this level.	<input type="checkbox"/>
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If Level 3 or above is selected, please list direct reports:

Job Title (i.e. "Student Employee", "Office Specialist 1")	Number of Employees Supervised with this Job Title
Career Development Coordinator	1
Assistant Director, Experiential Learning	1

*A **lead role** typically will provide oversight of people, projects, or functions. Whereas a supervisor will hire, fire and have performance appraisal responsibilities. A lead may contribute to these processes but typically does not have final decision-making authority in employment decisions.

DECISION MAKING & FISCAL RESPONSIBILITY

For full definitions of terms in the drop down lists please see the Position Description Writing Guide on the Human Resources [Forms Page](#).

Scope of Decisions Made:	Authority - Unit
Impact of Decision Made:	Unit/Department



Autonomy and Discretion:	Independent Work, Overall Direction
Fiscal Authority:	Unit/Department
Fiscal Responsibilities:	Budget Authority
Operating Budget (\$):	\$30,000 and \$40,000 in generated revenue from employer events
Grant Funding (\$):	\$ 0
Number of Grants:	
Foundation Funding (\$):	\$ 15,000
Number of Foundation Funds:	3
Agency (WOU) Funding (\$):	\$ 0

WORKING CONDITIONS

Typical Work

Functions* (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Balancing | <input type="checkbox"/> Carrying |
| <input type="checkbox"/> Climbing | <input type="checkbox"/> Crawling |
| <input type="checkbox"/> Crouching/ Stooping | <input checked="" type="checkbox"/> Driving |
| <input type="checkbox"/> Feeling/Handling | <input checked="" type="checkbox"/> Keyboarding/Computer Use |
| <input type="checkbox"/> Personal Protective Equipment | <input type="checkbox"/> Pulling/Pushing |
| <input type="checkbox"/> Reaching | <input checked="" type="checkbox"/> Regular interaction with customers |
| <input type="checkbox"/> Repetitive movement | <input checked="" type="checkbox"/> Sitting |
| <input checked="" type="checkbox"/> Speaking | <input type="checkbox"/> Specific Work Schedule |
| <input type="checkbox"/> Squatting | <input checked="" type="checkbox"/> Standing |
| <input checked="" type="checkbox"/> Telephone Use | <input type="checkbox"/> Twisting/Bending |
| <input type="checkbox"/> Walking/Running | <input type="checkbox"/> Writing |

Typical Working

Environment and

Hazards* (check all that apply)

- | | |
|---|---|
| <input checked="" type="checkbox"/> Normal office environment | <input type="checkbox"/> Animals/Wildlife |
| <input type="checkbox"/> Chemicals | <input type="checkbox"/> Confined Spaces |
| <input type="checkbox"/> Darkness/Poor Lighting | <input type="checkbox"/> Dust/Fumes |
| <input type="checkbox"/> Electrical Hazards | <input type="checkbox"/> Explosives |
| <input type="checkbox"/> Fire Hazards | <input type="checkbox"/> Heights |
| <input type="checkbox"/> Human-Source Material (e.g., blood) | <input type="checkbox"/> Indoor Temp Extremes (Heat/Cold) |
| <input type="checkbox"/> Moving machinery/Heavy Equipment | <input type="checkbox"/> Near-Continuous Use of Video Display |
| <input type="checkbox"/> Noise | <input type="checkbox"/> Pathogens |
| <input type="checkbox"/> Potential Combative Work Environment | <input type="checkbox"/> Radiation |
| <input type="checkbox"/> Traffic | <input type="checkbox"/> Vibration |
| <input type="checkbox"/> Weather Extremes | |

Lifting Demands*



Additional Physical Demands or Work Conditions:	
Frequency of Travel*	
Work Schedule (if not typical or specified)	Occasional travel to employer sites or meetings in local area, annual conference nationally

ADDITIONAL REQUIREMENTS

Background/Education Check: A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement. Reference checks will be conducted.

Equal Employment Opportunity: Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply.

We embrace our differences and know that our diverse team is a strength that drives our success.

Accommodation Requests: Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at employment@wou.edu and we will work with you to meet your accessibility needs.

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Tina Fuchs	
Reviewer (VP / Director)	Reviewer Signature / Date
Tina Fuchs	
HR Director	HR Director Signature / Date

HR USE ONLY:

Received by:	Date

Position Class #:	Employee Class	Job Location	Appointment Percent
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CUPA-HR#/Title	NOC Code	Category Code	SOC Code
Actions Taken			
<input type="checkbox"/> NBAPBUD/NBAPOSN <input type="checkbox"/> NBAJOBS <input type="checkbox"/> PEAFAC <input type="checkbox"/> Electronically Filed			
NOTES:			