

**Title:** Director of Career Services

**Department:** Student Development Office

Spring 2017

**Reports to:** Vice President of Student Development and Dean of Students

### Position Purpose

This position is housed under the Student Development Office. The Director is responsible for the planning, organization, implementation, and evaluation of career services programs that focus on student needs.

### Key Accountabilities

- Work with academic colleges to conduct programs and bring in speakers to meet the specific career needs of students
- Develop, implement and evaluate campus wide career programs including the Career and Grad School Fair, Career and Leadership Connections, formal dinner and other campus events
- Conduct individual appointments with students and alumni on topics including career explorations, skill/interest inventories, resume and cover letter assistance, graduate school prep, job search assistance and other services as needed
- Gather Graduate Career Outcomes surveys and disseminate results
- Build relationships with local and regional employers; create both formal and informal opportunities for student interaction with employers
- Maintain and update regularly social media accounts including Facebook account for career services
- Maintain and publicize internship and job board on Career Services site
- Serve on campus committees as assigned
- Assist Student Development Office with department sponsored programs and events
- Serve on an on-call Crisis response rotation within Student Development
- Additional identified needs

### Position Requirements

#### Skills & Knowledge:

- Excellent intrapersonal, entrepreneurial, event planning, and technical skills
- Detail oriented
- Ability to work independently and collaboratively

#### Experience:

3+ years in career services or counseling with a focus on career counseling in a college university setting or extensive experience in community or corporate relations.

**Education Requirements:** Bachelor's degree in Business, Education, or Human Services or a related field; or Master's degree in Counseling, Career Counseling, Student Development or related field in higher education preferred with outstanding community relations experience.