



### **Director of Career Services**

The Director of Career Services provides leadership and direction for the comprehensive career and professional development center. The Center's mission is to provide students with guidance and direction in career exploration and to support students seeking both experiential learning opportunities and permanent positions. The Director will work with students to procure resources and opportunities for experiential learning and job placement. The Director will become familiar with regional employment resources and develop relationships with area employers so as to provide placement services for students seeking experiential opportunities as well as long term job placement

**REPORTS TO:** Title III Program Director, Dean of Academic Services

#### **DUTIES & RESPONSIBILITIES:**

- Maintain database of regional employers providing internship/externship and job opportunities
- Establish relationship with regional employers to provide opportunities for students
- Work with summer bridge coordinator to introduce career services to incoming students
- Develop articulated career paths for all incoming students
- Collect and maintain data on employment of graduates
- Utilize technology tools to assist career exploration
- Work in cooperation with the Director of Institutional Research and Assessment and the Dean of Academic Services to track and summarize job placement data to analyze trends and make recommendations for practice improvements and creation of new opportunities

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Identify student needs for information and advising on internship and career planning
- Utilize College tools (Handshake, Anthology, etc.) in developing opportunities
- Work with students individually or in groups to provide guidance and career counseling
- Work with college DEI officer to ensure equity in opportunities for all students

#### **QUALIFICATIONS:**

- Master's degree, preferred, from an accredited college or university in education, administration, Human Resources, Counseling, or related field
- Experience in career development in higher education setting preferred
- Strong interpersonal and written communication skills
- Commitment to working with a diverse population
- Understanding of the growing role technology plays in the delivery of career services
- Complies with equal employment and nondiscrimination policies; follows federal laws, state laws, institutional policies, and professional standards

**SALARY:** \$60,000.00 TO \$65,000.00 commensurate with experience