

## **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 familiarize themselves with regional employment resources and cultivate relationships with local employers to facilitate both experiential learning opportunities and long-term job placement for students.

**JOB TYPE:** Full Time, Exempt

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

### **DUTIES AND RESPONSIBILITIES:**

- Maintains database of regional employers providing internship/externship and job opportunities.
- Establishes relationships with regional employers to provide opportunities for students.
- Works with Summer Bridge Coordinator to introduce Career Services to incoming students.
- Develops articulated career paths for all incoming students.
- Collects and maintains data on employment of graduates.
- Utilizes technology tools to assist career exploration.
- Identifies the skills employers are seeking and where talent shortages exist and use this information to advocate for and market continuing education programs that directly address these employer demands, making the College a valuable resource for workforce development.
- Works 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 improvements and creation of new opportunities.

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

- Identifies student needs for information and advising on internship and career planning
- Utilizes existing College tools (viz. Handshake, SIS) in developing opportunities and identify additional tools for this purpose.
- Works with students individually or in groups to provide guidance and career counseling.
- Works with college CARES officer to ensure equity in opportunities for all students.

### **QUALIFICATIONS:**

- Master's degree preferred from an accredited college or university in the field of education, administration, human resources, counseling, marketing, or related field
- Experience in career development in higher education setting preferred
- Strong interpersonal and written communication skills
- Commitment to working with the diverse population

- Proficient in standard software applications, including Microsoft Office, Gmail, Navigate, Canvas, etc.
- Understanding of the growing role technology plays in the delivery of career services
- Complies with equal opportunity and non-discrimination policies; follows federal laws, state laws, Institutional policies and professional standards
- Valid Driver's License

**ADDITIONAL INFORMATION:**

Background checks will be completed as required by law or Manor College policy and procedures.

**SALARY:**

The salary for the position is \$65,000.00.

**TO APPLY:**

Qualified individuals should email their resume including a cover letter to the attention of Human Resources at [jobs@manor.edu](mailto:jobs@manor.edu)

Confidential screening of applications will continue until the position is filled.

**Equal Opportunity Statement:** Manor College is committed to the principle of equal educational and employment opportunities for all people and embraces diversity. Furthermore, the College provides equal opportunity for all regardless of race, color, religion, national origin, age, sex (including pregnancy, childbirth and related medical conditions), disability, genetics, citizenship status, military service or any other status protected by law.