

## **Post: Director - Career Development Center**

### **Qualifications & Skills required**

- Master's degree in a discipline directly related to staffing, employment, career development and planning, or other human resources concern.
- Minimum of 5 years of progressive leadership experience in career development, counselling, student affairs, human resources or an equivalent combination of education and experience required.
- Experience of developing and administering programs, seminars and events, and experience producing training and educational materials related to career development required.
- Experience successfully serving and mentoring a diverse population required.
- Experience with program evaluation and assessment preferred.

### **Job Description**

1. Serves as the primary liaison between the university, its students and alumni, and potential employers on a state, regional, national, and international scale.
2. Responsible for fiscal planning and management for career services, including all operations and staffing matters.
3. Develops new contacts with external organizations for the purpose of expanding employment opportunities for students and alumni.
4. Reviews and supervises the on-campus recruitment and interviewing processes as well as resume referral and job-listing services for current students as well as alumni. Coordinates and supervises staff professional development activities and training, to include travel for professional development workshops, seminars, and conferences.
5. Closely coordinates communication with deans, department chairs, and other faculty to ensure that the career services department is meeting the needs and desires of the academic colleges and departments, within the limitations imposed by the size of the staff and financial support provided by the university.
6. Provides career advising expertise to students and alumni regarding the job-search process, interviewing, resume, and letter writing, and all other facets of career Planning.

7. Conducts workshops, seminars, and other presentations to student, faculty, employer, and alumni groups.
8. Recruit, train, coordinate, supervise and evaluate all professional, clerical and student staff of the Career Development Center. Lead staff meetings, retreats and professional development events to build a cohesive, efficient and productive unit.
9. Manage the operating budget for the Career Development Center and authorize all expenditures. Create strategies to generate alternate sources of revenue.
10. Create marketing and outreach strategies to increase visibility of the Career Development Center within and outside of the University.