

Job Title: Director of Career Services
Reports To: Executive Director of Student Services
Position Type: **Full-Time, 12-Month**
FLSA Status: **Salaried, Exempt**
Remote Work: **Unavailable**

OVERVIEW: Under minimal supervision, the Director of Career Services will provide career counseling, career identification and search, and effective pursuit of employment opportunities that commensurate with formal academic training for students and alumni. Continually develop, implement, and evaluate recruiting systems, programs and events that connect employers to the university's students, faculty, and alumni to ensure provision of the widest array of services possible to the broadest mix of academic and corporate clients.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides career counseling for students and alumni, includes resume building, interview preparation, career planning, and other professional development skills.
- Serves as the primary liaison between the university, its students and alumni, and potential employers on a state, regional, national, and international scale.
- Engages with faculty and academic advisors to develop their knowledge about various career pathways and employment opportunities.
- Develop, implement, and update a strategic plan for cultivating employer relationships and organize activities for student/employer connection.
- Develop and implement internships and experiential learning opportunities as part of the platform for career development.
- Organizes job fairs, employer visits, employer-in residence- programs, career information sessions, mock interviews and similar activities that promote career readiness.
- Conduct and evaluate assessment of the effectiveness of Webber's career services programs and activities.
- Develop and maintain a database of employer partnerships and career opportunities.
- Obtain and maintain job placement data for graduates and prepare reports as needed for accreditation and other university purposes.
- Provide and maintain a student-centered approach.
- Remains responsive to student career development needs relative to employment trends, emerging job markets and any changes that impact student employment success.
- Must be flexible with work schedule and available to work weekends and evenings when necessary.
- Teach up to three courses per semester of career development, as needed.
- Must be able to travel occasionally.
- Other related duties as assigned.

COMPETENCIES:

- Excellent written and verbal communication skills.
- Ability to utilize good interpersonal communication techniques.
- Ability to resolve practical problems.
- Ability to pay attention to detail.
- Ability to always remain professional during stressful situations.
- Ability to work as part of a group or independently.
- Ability to multi-task, prioritize and organize work to meet deadlines.
- Ability to effectively present information and respond to questions.

- Ability to follow confidential procedures.

COMPUTER SKILLS:

- Ability to use electronic mail software to include Microsoft Outlook.
- Ability to use internet browser software to include Internet Explorer.
- Ability to use Microsoft Office software to include proficiency in Word, Excel, PowerPoint, and Publisher.

PHYSICAL DEMANDS:

- The employee must be able to occasionally lift and/or move up to 20 pounds.
- While performing the duties of this job, the employee is regularly required to spend a considerable amount of time standing, sitting and/or walking.
- While performing the duties of this job, the employee is regularly required to spend a considerable amount of time using their hands to write, handle, control, or feel objects.

WORK ENVIRONMENT:

- This position works in a climate-controlled environment with a quiet to moderate noise level.

SUPERVISORY RESPONSIBILITIES:

- Train, manage, motivate and directs assigned staff.

EDUCATION, EXPERIENCE, and TRAINING:

- Master's Degree in relevant field and a minimum of 5 years of related experience or training in career services; Master's Degree preferred.

or

- Bachelor's Degree in related field with ten (10) years of related experience with increasing levels of responsibility. *(Master's degree would be required within 2 years of hiring due to teaching component of job requirements)*

Note: Nothing in this job specification restricts management's right to assign or reassign duties and responsibilities to this job at any time. Critical features of this job are described under various headings above. They may be subject to change at any time due to reasonable accommodation or other reasons, with or without notice. The above statements are strictly intended to describe the general nature and level of the work being performed. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of employees in this position.

Please send your resume and cover letter to LambethL@webber.edu.