



POSITION ANNOUNCEMENT

Job Title: Director of Career Development
Department: Career Development
Reports To: Assistant Vice President and Dean of Students
Level: 10
Shift/Hours: 40 hours per week
Date Prepared: October 2, 2017

SUMMARY

This position carries out the mission of the career services office. Responsible for the administration and execution of the following university programs: internships and employer relations, on-campus student employment, and graduate assistantships. Supports and follows the mission, goals, objectives, rules and regulations, and guidelines of the university and department of student life. Serves as an appropriate role model for students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides career guidance and referrals to assist students with the career development process, including clarifying objectives and obtaining occupational information.
2. Establishes departmental goals and policies, office policies and procedures, and strategic planning documents.
3. Collects and analyzes research data relevant to the career planning and placement of students and alumni (graduate survey). Prepares regular reports.
4. Establishes and maintains effective and cooperative working relationships with students, alumni, faculty, employers, and the general public. Initiates contact with employers.
5. Assists students with career development and planning process, including researching employers and companies, resume writing, interview-job lead, opportunities for employment, hiring practices, professional networking, and making the transition from college to career.
6. Conducts regularly scheduled career preparation in-class workshops with student groups.
7. Coordinates and administers the on-campus student employment program and the graduate assistantship program.
8. Oversees internship placement, summer jobs, local jobs and permanent placements and matches student qualifications with job specifications and makes student referrals.
9. Advises students about graduate school choices, and graduate school admission application process.
10. Maintains online recruitment system (MU Job Link) and works closely with webmaster to maintain/update career services portal page.
11. Promotes office to students, alumni, and employers through a variety of marketing efforts. Plans and implements job fairs and on-campus recruiting events.
12. Assists in the development of a budget, monitors expenditures, and maintains fiscal responsibility.
13. Attends student life staff meetings and training events. Also represents career services on assigned institutional standing committees.
14. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, hiring and training; planning, assigning and directing work of employees and/or student workers; addressing complaints and resolving problems.

QUALIFICATIONS

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

MANAGERIAL SKILLS

Essential managerial skills include directing (organizing, energizing, and supervising), negotiating, planning and problem solving, facilitating the work of others, clarifying goals and objectives, obtaining and giving feedback, delegating, team building, effectively communicating, evaluating, and initiating change. Ability to define problems, collect data, establish facts, and draw valid conclusions in an extensive variety of situations.

EDUCATION AND EXPERIENCE

Master's degree (M. A.) in Guidance and Counseling or Business; or four to ten years related experience and/or training; or equivalent combination of education and experience; experience with job clubs, job placement, and teaching employability skills are essential; knowledge of job market. Working knowledge of Microsoft Office required.

TO APPLY

Please complete the application at <http://www.madonna.edu/resources/human-resources>. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to hr@madonna.edu. Current employees must complete the internal application on MY Portal >Employee Resources.

MADONNA UNIVERSITY

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.