



POSITION ANNOUNCEMENT

Job Title: Director of Career Development
Department: Career Development
Reports To: Assistant Vice President and Dean of Students
Shift/Hours: 40 hours per week
Date Prepared: August 11, 2021

SUMMARY

This position carries out the mission of the career development office. Responsible for the administration and execution of the following university programs: 4-Year Plan for Career Success, internships, employer relations, on-campus student employment, Handshake, the university's jobs platform, and conducts scheduled classroom visits and workshops to promote the benefits of utilizing the office's professional career preparation services. Supports and follows the mission, goals, objectives, rules and regulations, and guidelines of the university and department of Student Affairs. 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. Oversees the collection of research and data relevant to the career placement of graduated students through the execution of the annual graduate survey.
4. Establishes and maintains effective and cooperative working relationships with students, alumni, staff, faculty, employers, and the general public. Initiates contact with employers.
5. Assists students with career exploration, development, and the planning process, including researching employers, identifying transferable skills, resume and cover letter writing, job search, interviewing, 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.
8. Oversees internship placement 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 recruiting system (Handshake) and works closely with webmaster to maintain and update Career Development's 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 affairs staff meetings and training events. Also represents Career Development on assigned institutional standing committees.
14. Provides supervision for office coordinator, responsible for electronic time tracking and office scheduling.
15. Other duties as assigned.

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.

EDUCATION AND EXPERIENCE: Master's degree (M. A.) in Higher Education Student Affairs/Educational Leadership, 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** on our website at madonna.edu. 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. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. 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.