

CAMPUS LIFE AND STUDENT SUCCESS

December 19, 2011

EXECUTIVE DIRECTOR OF CAREER DEVELOPMENT AND ACADEMIC ADVISING

FULL-TIME: With benefits

BASIC JOB DESCRIPTION: The Executive Director of Career Development and Academic Advising (CDaAA) is a new full-time professional staff position charged with leading a new, innovative university initiative merging Career Development and Academic Advising with the goal of developing Stetson students to be global 21st-century leaders. The position will play an integral role in the execution of Stetson's commitment to liberal education and holistic student development. Reporting to the Assistant Provost for Student Success, the Executive Director will provide strategic and transformational leadership for career development and academic advising in challenging and supporting students who *dare to be significant*TM.

QUALIFICATIONS: Advanced academic degree(s) in relevant area(s). Significant leadership experience (minimum of 5 years) in career development. Evidence of success as a dynamic leader of innovation. Understanding and appreciation of higher education values and culture, including the role of higher education as a strategy for social justice and advancement. Demonstrated ability to create campus or organizational synergy around a vision akin to Career Development and Academic Advising. Understanding and experience with data tracking and assessment, including defining and measuring learning outcomes, program excellence, and student success.

Passion for student development through cutting-edge national practices, including demonstrated responsiveness to higher education trends. Demonstrated capacity to work collaboratively with a diverse group of stakeholders, including students, staff, alumni, faculty and employers, to effect innovation and meet program goals. Familiarity and experience with computer technology supporting career exploration and guidance programs. Evidence of effective self-motivation, infectious enthusiasm, sound judgment, and diplomacy. Excellent management and oral, written, and interpersonal communication skills.

ESSENTIAL JOB FUNCTIONS: Provides strategic and transformational leadership to create a challenging and supportive environment in which students can explore fields of study and career options that match their skills and passions. Assists students with development through cyclical stages of self-assessment, exploration, preparation and action in the areas of academic and career planning, all part of their Stetson journey toward leading a life of significance. Promotes positive public relations between the University and employers and community organizations, including developing and maintaining solid employer relations. Provides data on Stetson graduates illustrating, through qualitative and quantitative means, the Stetson return on investment for graduates. Works with academic leadership to integrate student learning outcomes related to career development into the curriculum. Provides supervision of career development and professional advising staff. Works with academic leadership and faculty to provide quality academic advising and engaged learning opportunities including internships and job shadowing. Provides budget oversight for the Career Development and Academic Advising area. Represents Career Development and Academic Advising and/or the Campus Life and Student Success division on appropriate committees/organizations. The staff in CDaAA provides oversight of the Discovery Program for students in academic major/minor exploration, oversees the management of a comprehensive on-campus-recruiting program that is responsive to the needs of students and employers, provides a programmatic curriculum on career related topics, coordinates the collection and distribution of post-graduation data, develops and assesses student learning outcomes in the areas of major and career exploration and development, promotes peer education through career mentoring and major shadowing programs, and engages in comprehensive assessment of career development and academic advising outcomes. The initial charge to the Executive Director will include leading the improvement of graduation outcome data collection and distribution, examination of ways to further integrate career development into the curriculum, proposal and implementation of an e-portfolio to assist students in making connections in their learning, working with the current staff on strategic employee relations, review of the annual academic advising plan and assessment data, and the creation of a three- to five-year strategic plan for Career Development and Academic Advising.

ADDITIONAL INFORMATION: The Department of Career Development and Academic Advising follows the philosophy of Campus Life and Student Success in focusing on student learning and development without concern for the location of the learning. We are committed to facilitating student discovery and exploration consistent with the aims of a broad liberal arts education; offering impactful learning opportunities based on current research and empirical data; cultivating the unique strengths and perspectives of individual students; fostering global awareness, social justice values, and civic engagement; and providing a healthy and vibrant educational environment conducive to holistic well-being.

Founded in 1883, Stetson University (<http://www.stetson.edu>) is a private, selective university comprised of a rich array of liberal arts and professional academic programs. Collectively, Stetson's faculty works with 3,500 students in undergraduate, graduate, and professional programs. The University's historic main campus, located in DeLand, enrolls more than 2,100 students in undergraduate programs in the College of Arts & Sciences, the School of Business Administration, and the School of Music. Stetson University College of Law, Florida's first law school, moved from the main campus to Gulfport in 1945, and, with the addition of the Tampa Law Center, serves over 1,000 students working full-time or part-time toward J.D. or LL.M. degrees. Graduate programs offered at the main campus and at Stetson University Center in Celebration include Business, Educational Leadership, Reading Education, and Counseling. Florida's oldest private institution of higher learning, Stetson has regularly been ranked among the best regional universities in the Southeast and was the first private college in Florida to be granted a chapter of Phi Beta Kappa.

Stetson University provides an inspiring education that engages students with rigorous academic and creative study grounded in liberal learning and promotes civic values of personal and social responsibility. Working closely with faculty and with one another, students cultivate abilities to explore issues deeply, think critically, reason empirically, speak persuasively, and connect ideas creatively. Firmly committed to inclusive excellence, our vibrant community of teacher-scholars nurtures the potential of individual students to lead lives of significance and prepares each to meet the challenges of shaping the future—locally, nationally, and globally.

TO APPLY: Applicants must send the following materials for consideration: 1) cover letter that includes a statement about the candidate's vision and qualifications for the Career Development and Academic Advising initiative as referenced above; 2) a curriculum vitae; 3) a list of professional references; and 4) Please submit a Stetson University application to Stetson University, Inc.; Office of Human Resources, 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: 386.822.7562. E-MAIL: humres@stetson.edu.

Stetson University, an Equal Opportunity Employer, affirms the values and goals of diversity and strongly encourages the applications of all candidates, including women and candidates from historically under-represented groups.