



JOB DESCRIPTION

POSITION TITLE:	Associate Director of Career and Professional Development		
JOB CLASS:	Staff	SUPERVISOR:	Director of CaPD
CLASSIFICATION:	Full Time	LOCATION:	DeLand
SUPERVISORY:		DEPARTMENT:	Campus Life and Student Success

POSITION OVERVIEW: The Associate Director of Career and Professional Development (CaPD) is a full-time, professional staff member in the Division of Campus Life and Student Success (CLaSS) and reports to the Director of CaPD. CaPD provides education and services for approximately 3,100 undergraduate and graduate students from the College of Arts & Sciences, the School of Business Administration, and the School of Music, as well as alumni from each of these programs. Our team consists of six full-time staff including five professional staff and one administrative specialist. Part-time staff includes one graduate assistant and four student employees. CaPD and CLaSS visions, missions and goals closely align with and are visibly supported by Stetson University's strategic map (<http://www.stetson.edu/other/strategic-planning/presidents-message/strategic-map.php>).

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS: This position requires a Master's degree in Higher Education Administration, Student Affairs Administration, Counseling, or closely related field, with 3+ years of experience in career coaching or professional development. The position requires a dynamic team player committed to inclusive excellence with strong communication and program management skills. The individual will enjoy conceiving and executing communications, marketing, social media, and web strategies. The Associate Director will be a solutions-oriented individual who envisions connections between the college experience and workplace and graduate/professional school expectations and effectively collaborates with faculty, staff, parents, alumni and employers to plan and implement innovative programming and projects bridging the student's liberal arts experience to success after Stetson.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES: The Associate Director position is a pivotal leadership role assisting with the creation and implementation of office communication strategy, developing opportunities for employers and alumni to work together with campus partners, and providing career and professional development services and programs. The Associate Director along with other CaPD staff guide students and alumni through discovering their values, interests, personality and skills related to careers, exploring possible careers, ambitious goal setting and action planning, building productive relationships with key contacts, engaging in professional preparation, and ultimately launching successful searches for employment and graduate and professional school admissions. The Associate Director is a catalyst for recognizing and initiating opportunities through integrating and infusing employers and alumni in the campus experience through academics, athletics, and student housing and organizations. Collaborating with the Office of Admissions and Financial Planning, the Associate Director develops and maintains an effective on-campus

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student employment program that provides opportunities for students to engage in meaningful experiences as a part of their on-campus jobs.

- Provide career advising and programming to students and alumni, especially those with majors in the College of Arts and Sciences.
- Serve as liaison to Office of Student Development and Campus Vibrancy to proactively engage student leaders and their organizations in career and professional development programs, particularly those which involve employers and alumni.
- Collaborate with Stetson Student Employment to professionalize hiring, training, job responsibilities, and the evaluation process for on-campus student employees and their supervisors.
- Initiate and implement communication, marketing, social media, and web strategy for CaPD.
- Contract with and oversee part-time marketing assistants/independent contractors in the creation and publication of content related to general and program-specific campaigns.
- Hire, train and supervise the CaPD graduate assistant.
- Coordinate and schedule in-bound outreach requests for programming from faculty, students, and staff.
- Represent the CaPD office and/or the Division of Campus Life and Student Success in appropriate university committees, meetings and functions.
- Provide success coaching to students; provide support and resources to develop effective self-determination and self-advocacy to reach students' academic and personal goals.
- Perform other duties as assigned.

WORKING CONDITIONS: Requires some physical effort, i.e., some standing and walking, frequent light lifting (5-10 lbs.); some carrying moderate weight (12-20 lbs); and the operation of office equipment in which manipulative skills and eye-hand coordination are important ingredients of productive operations. Tasks may involve extended periods at a keyboard; perceptual demands for sound, form, texture and depth.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references 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. Complete application, available online.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.