OFFICE OF CAREER DEVELOPMENT AND ACADEMIC ADVISING

DIRECTOR – CAREER DEVELOPMENT

Opening date – May 24, 2013

Full-time: with benefits

Closing date – July 12, 2013

Internal applicants are encouraged to apply

BASIC JOB DESCRIPTION: The Director of Career Development is a full-time professional staff member in the Division of Campus Life and Student Success and reports to the Executive Director of Career Development and Academic Advising. This position provides supervision and leadership for the university’s career development program.

QUALIFICATIONS: The ideal candidate must possess a master’s degree in student development, counseling, human resources, or related field and have at least five years’ experience in the area of career development. The position requires a dynamic individual with strong verbal and written communication skills, as well as the ability to develop and maintain effective working relationships with students, faculty, staff, families, alumni, and the public in a comprehensive university environment. The Director must have experience facilitating career services to all students, including those pursuing liberal arts degrees.

ESSENTIAL JOB FUNCTIONS: Envisions and implements a model for career-related programming that provides students with opportunities for growth and development through engagement with professionals and employers. Crucial to this effort will be the enhancement of already existing programs such as on-campus recruitment and mock interviews as well as the creation of new, innovative programs. Increases alumni engagement with students as a part of the employer relations program. Develops and oversees an alumni mentor program and similar programs that increase student engagement with alumni. Collaboration with the Alumni Association will be integral to the development of these programs. Assists the Executive Director in developing and maintaining a robust internship program aimed at providing experiential learning opportunities to students. The Director will establish working relationships with faculty, staff and employers to emphasize the significance of experiential learning opportunities. Collaborates with the Associate Director of Career Development to establish and co-lead an employer advisory board comprised of alumni and parents of current and former students. Presents a Guest Speaker/Residency Series in collaboration with the College of Arts and Sciences, the School of Business Administration and the School of Music on eclectic topics related to careers, entrepreneurship, and academic and artistic success. In collaboration with the Assistant Director of Academic Advising, the Director will oversee the academic and career exploration phase for students enrolled in the Discovery Program. This includes providing programming, supplementary advising and guidance. Works with local, regional and national employers (with an emphasis on alumni) developing strong working relationships aimed at cultivating internship and employment opportunities for students. Supervises two full-time staff members: the Associate Director and Coordinator of Career Development. Responsible for overall supervision, professional growth and development, and role definition/clarification. Provides career counseling and advisory services to students and alumni. Serves on Division and University committees as appropriate. Serves as a Success Coach/Advisor providing tools, tips and resources to facilitate academic and personal success for students having academic difficulty. Serves at the senior level for the emergency response on-call system.

WORKING CONDITIONS: Requires some physical effort (i.e. standing and walking), occasional light lifting, manual dexterity in operation of office equipment, extended period of time at a keyboard, and at times, hours outside the normal university schedule. Employee will be required to perform other job related duties requested by the supervisor.

TO APPLY: 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. EMAIL: humres@stetson.edu.

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.