

DIRECTOR OF CAREER SERVICES

JOB SUMMARY

This position and its functions are a component of the University's Office of Advancement & Alumni Engagement. Reporting to the Director of Annual Giving and Alumni Engagement, the Director of Career Services provides career discernment support, career/professional development, job search assistance, and graduate school/internship placement assistance to current Ozarks students and alumni. This position will play a vital role in establishing/maintaining effective and cooperative working relationships with students, alumni, faculty, staff, the general public, and will initiate contact with local, state, and national employers.

RESPONSIBILITIES

Administrative

- Perform administrative duties including budget and records management, service and program assessment, long range planning, preparation of reports, management of office technology development, etc.
- Identify and recommend for purchase the most comprehensive resources available by maintaining a career resource library and monitoring and documenting the use of career software and online systems and databases.
- Works closely with marketing staff and Webmaster to coordinate the continuing development and maintenance of an interactive user-friendly Career Services website that reflects a comprehensive career development focus, as well as social media sites in use by the office.
- Develop and maintain relationships with businesses/employers, professional and higher education community to support and expand the career development functions of Career Services.
- Maintain positive, friendly relationship with faculty and staff, offering assistance with career related issues in classes or other settings.
- Collect career-related statistics, such as graduating senior information, with the assistance of the Director of Institutional Research and the office of Advancement and Alumni Engagement.
- Coordinate marketing strategies to promote Career Services and its benefits to prospective and current students, parents/guardians, faculty, staff, alumni, and professional partners.
- Participate in professional development activities with state, regional, and/or national associations such as AACE, SoACE, and NACE.
- Facilitates the work-study student application process and provides key training to faculty and staff on advertising and managing campus-wide job posts.
- Works closely with the Alumni Board of Directors on key initiatives as it relates to student career success and Chairs the Senior Development Fund program.
- Maintains records of student internship placement/participation, as well as professional and graduate program partnerships, agreements, and MOUs.
- Collaborates with the International student advisor and keeps up to date with policies and procedures affecting international students like CPT, OPT, etc.....

- Support students and campus culture by attending a reasonable number of university activities including but not limited to theatre productions, athletic events, musical activities, and academic presentations.
- Supervises student work-study staff.
- Perform other duties as assigned by the supervisor.

Career Discernment Support

- Counsel students and alumni individually on career goal planning
- Provide assessments, such as Focus 2 and MBTI
- Follow up with undecided majors for assistance with career planning
- Plan and implement career-related workshops

Career/Professional Development

- Educate and assist students on how to create professional, employment-related materials, including cover letters, emails, and resumes
- Teach a professional preparation course, as needed
- Develop and conduct workshops on job search skills, interviewing, resume/professional correspondence development, and other topical areas
- Provide guidance to students on proper job interview and business etiquette skills

Job Search and Graduate School/Internship Placement Assistance

- Provide guidance with internship research and applications
- Conduct campus "Career Fair" each semester
- Provide resources and assistance to students searching for internships, summer jobs, part-time jobs, and full-time jobs
- Assist students with identifying and networking with prospective employers
- Maintain employer/graduate school database
- Maintain Handshake - online, comprehensive job management system
- Plan and implement job search related workshops
- Provide information and assistance with graduate school applications, essays, and test preparation

SKILLS AND ABILITIES

- Experience working with Microsoft Office Word Pro, Excel, PowerPoint
- Excellent organizational ability, high level of accuracy, attention to detail
- Effective communication skills
- Able to prioritize and manage multiple tasks simultaneously and with minimal supervision.
- Enjoy working with college students, alumni, and employers
- Work evenings and weekends as required.

QUALIFICATIONS

- Preferred Master's Degree in Human Resources, College Student Personnel Administration, Guidance and Counseling, Education or field that is relevant to the job duties/task.
- Minimum of 3-years career services related experience or experience relevant to the position.
- Communication, organization, public relations, supervisory, workshop presentation and career counseling skills

- Expert knowledge of occupational options, employment trends, organizational structures, resources and technology related to Career Services

University of the Ozarks reserves the right to consider an equivalent combination of education, training, and/or experience necessary to perform successfully the major duties and responsibilities of the position.

APPLICATION PROCEDURES

Send a letter of interest, résumé, and three to five professional references to:
HumanResources@ozarks.edu

Applications received by January 15, 2023 will be given full consideration.

Anticipated start date: February 15, 2023

ABOUT UNIVERSITY OF THE OZARKS

About University of the Ozarks: Ranked in the Top 10 of Southern region comprehensive baccalaureate institutions by U. S. News & World Report, University of the Ozarks is a Presbyterian-related institution that blends liberal arts and professional preparation in a student-centered environment emphasizing quality teaching and student learning. The University has been rated as having the second most diverse student body in a 12-state region. The University serves approximately 800 undergraduate students on a beautiful campus in Clarksville, Arkansas, located along Interstate-40 approximately 90 miles northwest of Little Rock, and nestled between the Arkansas River and the Ozark Mountains. The University serves students from diverse religious, cultural, educational and economic backgrounds and welcomes students from throughout the U.S. and from more than 20 countries around the world. Knowing that diversity contributes to academic excellence and rich and rewarding communities, Ozarks is committed to recruiting and retaining a diverse faculty, staff, and student body. The University is especially interested in applicants with diverse backgrounds and experiences and those with a successful record of working with diverse students, including historically underrepresented minority students and other underserved populations. Recent campaigns have enhanced facilities, academic programs, and other campus initiatives. For more information about the University of the Ozarks, visit www.ozarks.edu