

Position Announcement

**Colorado State University**

**Executive Director of Career Services**

Colorado State University (CSU) is a land-grant institution classified with the Carnegie Doctoral Very High Research Universities and is the flagship university of the Colorado State University System. Among the nation’s leading research universities, CSU enrolls approximately 32,000 students. CSU was the first institution in the world to earn a STARS (Sustainability Tracking, Assessment and Rating System) Platinum score. Located an hour north of Denver, Fort Collins is a culturally vibrant and progressive community of 152,000. The city is situated on the Front Range of the Rocky Mountains with views of 14,000 foot peaks, and offers easy access to numerous outdoor opportunities.

The Career Center at CSU is committed to providing every student 24/7 access through in-person, website, and customized apps to high quality career education, connections, and community that support career readiness and success. The Career Center is nationally recognized for its innovation and award winning staff who are actively growing the campus career ecosystem, enhancing employer engagement, and harnessing technology to meet evolving needs and interests of a diverse and dynamic student population.

**The Position**

The Executive Director is a vital member of the leadership team within the Division of Student Affairs at Colorado State University, reporting to the Assistant Vice President for Student Success. The Executive Director is responsible for the 2.5 million dollar budget and overall operation of the Career Center. This position oversees programs that educate students toward excellence in exploring, enhancing, explaining, and experiencing their future career plans. The Executive Director develops relationships with employers educating them on best practices for hiring CSU students for internships and full-time employment. This position collaborates with multiple campus administrators, Deans and Associate Deans from all of the colleges, faculty, and staff colleagues in support of University-wide initiatives and events, and works with students from multiple student led organizations. The Executive Director is a campus leader working collaboratively to advance student success initiatives aimed at strengthening retention and increasing graduation rates while closing equity achievement gaps. The Executive Director manages a leadership team of four and is responsible for ongoing supervision of all 64 employees (24 full-time professionals and up to 40 part-time and student staff) to ensure the mission, goals and objectives of the organization are successfully accomplished. This position is designed for a visionary leader, who can communicate, collaborate, and manage a large competent staff and coordinate a complex campus-wide career services network. This position shares responsibility in projects and responsibilities related to the Division.

**Qualifications**

Minimum qualifications include an advanced degree (master’s or doctorate) in higher education administration/student affairs, counseling, business, or related discipline and seven (7) or more years of progressive experience in career development and/or recruiting/talent acquisition with at least four (4) years of demonstrated supervisory experience with full-time professional staff. Knowledge of corporations, career development, career counseling, job search strategies, job market trends, employer relations, contemporary recruitment practices, and/or trends in career services; demonstrated leadership for equity and inclusive excellence at the institutional level; and experience planning and managing a large and complex operating budget are also required.

Other preferred qualifications include: three (3) or more years of professional experience working in a higher education setting; three (3) or more years of administrative leadership in career services; highly developed skills and experience in collaborating with others within career services and across a university campus (e.g., students, staff, faculty, administrators, etc.); demonstrated experience in outreach to external constituents (e.g., employers, business partners, and community members); demonstrated ability to maintain a national reputation and contacts within the profession through active engagement in professional associations, conference presentations, publications, etc.; experience supervising a large, dynamic staff (10+ professional staff); demonstrated ability to effectively manage change within an organization; experience with career and workforce related technology; strong written communication and public speaking ability; demonstrated enthusiasm, creativity, innovation, and willingness to take appropriate risks; ability to analyze data, write reports, and share assessment results; demonstrated knowledge of high-impact practices to address retention and completion goals in a higher education setting; and/or experience working professionally at a large (15k+) public higher education institution.

**Application and Nomination**

Review of applications will begin February 28, 2018 and continue until the position is filled. A resume with an accompanying cover letter may be submitted via the Spelman Johnson website at **www.spelmanandjohnson.com/open-positions.** Nominations for this position may be emailed to Valerie Szymkowicz at vbs@spelmanjohnson.com. Applicants needing reasonable accommodation to participate in the application process should contact Spelman Johnson at 413-529-2895.

**Visit the Colorado State website at www.colostate.edu**

*Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action.*