**Director of Career Services**

**Position Summary:** This position leads the Office of Career Services in delivering services and programs that assist students and alumni in identifying and clarifying career goals, discovering available career opportunities in a global market place, and preparing them for successful employment searches and productive work lives. These programs and services include individualized career counseling and assessments, resume and cover letter writing, networking opportunities, career and employer fairs, educational programming and outreach, and robust experiential learning programs such as externships and internships that assist in acquiring experience, broaden professional networks, and sharpen skills.

The position is also responsible for securing business partnerships to promote Oklahoma City University students to local, national and global businesses and for developing an alumni/mentor network linking current students with OCU alumni.

**Education/Experience:**

Master’s degree in relevant field is required.

At least five (5) years of demonstrated successful experience in student affairs, career development, or training and development role is required.

Certification to deliver the MBTI, Strong assessment, or similar is desired.

A suitable combination of education and experience may be substituted for minimum qualifications.

**Essential Functions:**

* Demonstrate an attitude and behavior that reflects the values and mission of the division of Student Affairs, the department and the University.
* Provide leadership and direction on the purpose, mission, and vision of Career Services and develop a shared mission and service delivery among the staff.
* Manage Career Services as a supportive environment where students from diverse backgrounds and programs of study can connect with faculty members, staff, alumni, peers, and access information about opportunities to enhance their identification of career goals, skill development and career searches.
* Responsible for the effective delivery of co-curricular programs and activities that enhance the students’ educational and personal experiences related to career development.
* Develop policies and protocols that are appropriate for the smooth daily operations of Career Services.
* Research and apply current trends and best practices for the delivery of career services in a higher education setting.
* Establish and maintain positive partnerships within the business community in order to promote the OCU students and alumni.
* Cultivate professional relationships with faculty and staff in order to develop and implement effective career services programming.
* Work extensively with appropriate advisory committees and task forces of students, faculty, and administration to review policies and procedures and to make recommendations for the administration and delivery of career services.
* Participate in the planning, coordination, and implementation of new student and transfer student orientation to introduce new students to available programs and services.
* Provide leadership and support as requested for major student life campus events, such as Family/Parents Weekend, Recruiting events, Homecoming, Big Event, etc.
* Manage and administer the Career Services overall budget, ensure the responsible planning and expenditure of fiscal resources in a manner consistent with all University policies and applicable local, state, and federal laws.
* Routinely assess the necessity of various monthly programming activities and associated expenses.
* Meet deadlines for all requests for reports, data, publications, and budgets.
* Provide timely/pertinent budgetary information to staff as necessary throughout the year.
* Perform other duties as assigned.

**Knowledge/Skills/Abilities:**

* Ability to effectively communicate both verbally and in writing
* Knowledge of best practices and trends related to career services in a higher education setting
* Demonstrated experience in successfully implementing effective programs, services and processes that support current students and alumni in identifying career goals and completing successful career searches
* Ability to establish and maintain community partnerships and professional working relationships, particularly with potential employers of OCU students and alumni
* Ability to develop, implement, and assess effectiveness of programs
* Experience in the effective management of staff and the ability to foster a collaborative and inclusive work environment.

**Physical Requirements:**

* Constantly operates a computer and other office machinery.
* Constantly visually identifies, observes, and assesses.
* Frequently communicates with university constituents.
* Frequently remains in a stationary position (standing and/or sitting). Occasionally moves to accomplish tasks and/or to get from one worksite to another.
* Occasionally moves common office materials.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations (in accordance with ADA requirements) may be made, upon request, to enable individuals with disabilities to perform essential functions.

**Working Conditions:**

* Work is primarily indoors, but at times may be required to be in an outdoor environment when traveling between campus buildings or off campus.
* Will be exposed to frequent noise caused by telephones and office machines.
* Standard office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. This position is required to attend school programs and events that may occur after hours or on weekends.
* Off-campus, state and regional travel may be required.

Please apply online at: <http://okcu.silkroad.com/epostings/jobs/submit.cfm?fuseaction=dspjob&company_id=16211&version=2&jobid=866>