

**Assistant Director, Career Development Services
Liaison, Colleges of Sciences and Health Sciences
Old Dominion University**

Position Description:

Old Dominion University is seeking candidates for the position of Career Development Services Assistant Director – Liaison to the College of Sciences and the College of Health Sciences. The Assistant Director/Liaison designs, implements and evaluates career programs and services for the Colleges of Sciences and Health Sciences in coordination with the CDS offerings and the 7 in 4 Career Success Model. The Assistant Director/Liaison maintains partnerships with employers, faculty and students, and plays a central role in a network of relationships that link employers, faculty and students to meet the career and experience needs of all three groups together with information, resources, programs and services pertaining to the Career Advantage Program, including career planning, internships, practica, cooperative education, and graduate success functions. The AD/Liaison works with undecided students to provide resources to enable informed major and career decisions. The AD/Liaison/participates in CDS services and delivery of programs and supports CDS and SEES strategic goals.

Qualifications:

Minimum Qualifications:

- Master's degree in career counseling, student personnel, educational administration, human resource management or related field.
- Career counseling experience with college students and adult learners. Effective presentation skills.
- Knowledge of employer relations, workflow and teamwork.
- Demonstrated ability to effectively meet deadlines and to provide outstanding customer service.
- Working knowledge of personal computers and network environments; word processing, spreadsheets, database software, electronic mail, internet use and presentation graphics. Working knowledge of career center programs and processes.
- Ability to work with diverse student populations, alumni and employers in one-on-one, small and large group settings.
- Ability to initiate and maintain relationships with local, regional, national and international employers, and to serve as the primary representative of the Career Development Services to the Colleges of Sciences and Health Sciences, establishing effective communication between the Career Development Services and various departments within the Colleges.

Preferred Qualifications: Experience in employer relations and job development.

To Apply:

Visit the following link: <http://jobs.odu.edu/postings/1881> . You will need to submit a cover letter, resume, and names/contact information of three professional references. This position will remain open until filled. Review of resumes will begin on October 20.

Old Dominion University is an equal opportunity and affirmative action institution and requires compliance with the Immigration Reform and Control Act of 1986.