



UNIVERSITY OF  
**MARY HARDIN-BAYLOR**  
*EDUCATION FOR LIFE... EXPERIENCE OF A LIFETIME*

## ASSISTANT DIRECTOR, CAREER SERVICES

Specific Responsibilities: Provides a wide range of comprehensive career services and programs for undergraduates, graduates, and alumni. Provides career coaching, career document preparation, assessment reviews, event coordination, and communications functions.

Qualifications:

1. A Bachelor's degree in business or a related field is required.
2. A minimum of 2 years' employment experience in the direct delivery of career coaching or career services is required (i.e. career advising/counseling/assessment, recruiting or related human resources experience).
3. Experience in career services in a higher education environment is strongly preferred.
4. Proficiency in Microsoft Office for Windows applications (word processing, database, spreadsheet, e-mail, presentation graphics, etc.) is required, to include high-level use of social media.
5. Must possess exceptional time management and detail-orientation skills.

Application Process: Visit [www.jobs.umhb.edu](http://www.jobs.umhb.edu) for more details and to apply. Please submit a cover letter and resume with your online application. Review of applications will begin immediately and continue until position is filled.

### University of Mary Hardin – Baylor

The University of Mary Hardin – Baylor, a Christ-centered co-educational institution of higher learning affiliated with the Baptist General Convention of Texas, was chartered in 1845 by the Republic of Texas. The historic campus spans nearly 300 acres and comprises the living and learning environment for over 3,700 students representing 31 states and 26 foreign countries.

UMHB is conveniently located in Belton, an historic town of 18,000 in the heart of central Texas. Excellent schools, abundant cultural and recreational opportunities, and a high quality of life are hallmarks of the local community.

