

[Bellarmine University Career Development Center](#) is seeking a student-centered colleague who is keenly aware of the career needs of traditional age and adult students, alumni and employers to serve as the Director of the Career Development Center. The Director will use pragmatic and theoretical approaches to meet the career needs of the campus community, and equally as important, understand how to use social media to promote the array of career opportunities available throughout the year. The Director will oversee and participate directly in the delivery of services that reflect student interests and employer needs, including site visits, job listings, resume referrals, information sessions, experiential learning, campus recruiting, career fairs, graduate and professional school fairs. The Director will work collaboratively with other units or programs to assist students with graduate and professional school selection and post-graduate educational opportunities. By using a collaborative and relational leadership approach the Director will significantly increase students' awareness of the types of programs and services available in the Career Development Center, which should lead to higher utilization levels throughout their undergraduate experience.

[Bellarmine University](#) is a dynamic, growing university with a strong liberal arts focus in the Catholic tradition and a bold vision for the future. By 2020, Bellarmine intends to significantly increase undergraduate and graduate enrollment (currently more than 3,600 students) and add several new graduate programs, while maintaining small class sizes and personal attention to students. Bellarmine is listed in the *Princeton Review's* 379 Best Colleges, ranks 13th among regional (South) universities in the 2014 U.S. News and World Report college rankings and is a top university in *Forbes'* list of America's best colleges. Bellarmine has been recognized on the 2013 President's Higher Education Community Service Honor Roll by the Corporation for National and Community Service.

Bellarmino is located on a scenic 175-acre campus in the Highlands neighborhood of Louisville, KY, which was named one of the nation's top 10 most affordable cities by *Forbes*. *CNNMoney* calls Louisville the United States' top "breakout city" for 2014.

Bellarmino is an equal opportunity employer. Persons of diverse backgrounds are encouraged to apply.

JOB REQUIREMENTS

Applicants should have at least five years of experience in Career Services and have a master's degree in student affairs, counseling, or related field. Applicant must be able to work a flexible schedule, including nights and weekends. Applicant should have experience with desktop publishing, web based applications and using social media to promote career opportunities.

Application Instructions:

Applications will be accepted until the position is filled. Please submit a letter of interest, resume, unofficial transcript(s) from all institutions which have awarded you a degree, and contact information for three professional references to: Dr. Helen Grace Ryan, Search Committee Chair, by clicking on the appropriate link contained in this posting.

[Apply Here](#)