

Director of the Office of Career & Professional Development

Posting date 02/15/2016

Closing date 03/31/2016

Open Until Filled No

Job Type Full-Time

Internal Job Category Staff

Position Purpose

The Director provides leadership for the University's Office of Career & Professional Development by providing strategic direction and planning. The position manages the career and professional development team and supports the university's mission to empower Belmont's students and graduates to identify and pursue their passions to meet the needs of the world.

Job Functions

Job Function

Directs and manages the Office of Career & Professional Development.

Provides leadership and strategic direction for the career development team.

Enhances Belmont's institutional visibility locally, regionally and nationally; supervises and provides training opportunities for professional and support staff.

Provides annual staff retreat and other professional development; provides financial and operational oversight of the Office of Career & Professional Development; oversees the departmental budget and ensures that funds are handled in accordance with established accounting procedures.

Job Function

Represents Belmont University in external affairs and events involving employers and community leaders. Meets with area businesses and organizations to market Belmont University students and alumni; provides opportunities for students to meet with employers and community representatives.

Develops marketing strategies to communicate comprehensive services to students, alumni, faculty and staff.

Plans, develops and implements career programs; works with Associate Provost and other designated academic leadership to plan for effective resources and programming; coordinates services and resources between the Office of Career & Professional Development and the Massey College of Business and the Curb College of Entertainment and Music Business.

Job Function

Provides career coaching services to assist students and alumni in developing, evaluating, and implementing career, education, and employment decisions and plans; evaluates web-based products

for the Office of Career & Professional Development and plans and implements technology changes and upgrades.

Job Function

Provides career development services by assisting students and graduates with resume writing and interview training including salary negotiation; provides on-line career resources; leads the planning and implementation of the Belmont and Beyond (SYE) programs and other career events.

Job Function

Collaborates with academic administrators, departments, faculty members, student services and other relevant constituencies of the institution to enhance students' career development.

Partners with faculty on the senior capstone course offering the Belmont and Beyond co-curricular program.

Job Function

Reports first destination data on graduates 6 to 8 months after graduation and provides reports and recommendations to Senior Leadership.

Job Function

The above statements describe the job's essential responsibilities and requirements. They are not an exhaustive list of the duties that may be assigned to job incumbents.

Knowledge, Skills and Abilities

Belmont University seeks to attract and retain highly qualified faculty and staff that share the University's values and will contribute to its mission and vision to be a leader among teaching universities bringing together the best of liberal arts and professional education in a Christian community of learning and service.

Knowledge of trends in employment and in career development best practices

Knowledge of budget and budgetary development

Knowledge of Human Resources and associated hiring practices

Knowledge of FERPA, TITLE IX, and related federal laws governing student interactions

Knowledge of marketing and social media in the job search process

The ideal candidate will be self-motivated and have strong interpersonal and communication skills.

Ability to embrace Belmont's vision of student support and student success, and emphasize through leadership attention to the well-being of students and alumni while increasing the influence of the Office of Career and Professional Development as the "center for career wisdom and knowledge" (Contomanolis and Steinfield, 2014).

Ability to collaborate with Colleges on accreditation needs

Ability to supervise professional and administrative staff

Ability to plan and coordinate campus career development programming

Ability to implement Belmont's Vision 2020 planning document as applied to the office

Ability to foster strong, coordinated campus partnerships

Ability to implement an integrated model of customized career-related connections and community building through a broad, creative, and timely suite of student-centered professional development coaching.

Ability to make recommendations for changes in services and delivery methods to support the development of student and alumni job seekers.

Ability to thrive in an environment of hard work.

Experience

Proven track record as a Career Development professional at the college or university level or as a Human Resources professional.

Minimum of five years professional experience in career development or Human Resources.

Experience in designing, distributing, and reporting of satisfaction surveys.

Active membership in NACE and other professional associations preferred.

Education

Master's degree in Human Resources, Business or Industrial/Organizational Psychology or related field.

Certification to interpret the Myers-Briggs Type Indicator and Strong Interest Inventory preferred.

Physical Requirements and Working Conditions

Sedentary work. Occasionally requires standing, lifting, pulling, pushing, carrying and climbing, reaching both high and low. Frequently requires walking and balancing. Constantly requires sitting, repetitious finger and wrist movement, speaking clearly, hearing conversations, hearing (with acuity), seeing near and far with depth perception and color vision.

Belmont University is dedicated to the health and well-being of all of its students, faculty and staff. In an endeavor to provide the healthiest possible environment, Belmont is a tobacco free campus.

Additional Information

The selected candidate will be required to complete a background check satisfactory to the University.

Special instructions to applicants

Apply online: <https://jobs.belmont.edu/postings/4692>