

**Vacancy #: 925001**

**Salary Range: Commensurate with Qualifications**

**Closing Date: Open Until Filled**

The Director will provide innovative and strategic leadership and coordination of a comprehensive career center and work to deliver exceptional career services to constituent groups through the management of career services operations including staff, programs, services, budget, technology, and facilities. This position serves as a Student Affairs leader with the responsibility to operate a unit that enhances student learning.

(S)He will direct and manage the university career center as it assists all student, alumni, faculty, and employer clients in the development of career education, career identification and search, and pursuit of employment opportunities commensurate with formal academic endeavors. The Director will cultivate a culture of continuous improvement by identifying and integrating best practices; benchmarking services against peer and aspirant institutions; introducing creative approaches and solutions to the design and delivery of programs and services; maximizing available technology for data management, marketing and communication; and actively supporting ongoing professional development and collaborations across staff and functional responsibilities. This person will continually expand the client/user base and scope of services to ensure provision of the widest array of services possible to the broadest mix of academic and corporate clients.

**Minimum Qualifications:**

- Master's degree in Business or Educational Administration, Counseling, College Student Personnel, or related field required.
- A minimum of five (5) years experience in career planning and employment work, preferable in a centralized operation.
- Experience in designing, delivering and evaluating comprehensive career services to various constituents.
- Experience in supervising and evaluating a professional staff and managing a budget.
- The individual must be able to interact effectively with people, possess excellent communication skills and leadership ability, and be able to cultivate relationship with employers.
- Demonstrated public relations/marketing abilities to be used on behalf of the university as a whole and Career Services, specifically.

**Special Instructions to Applicants:**

In order to be considered for the position, all applicants are required to submit online a candidate profile, a letter of interest, a current resume, and a list of three references including contact information.

Additionally, original official transcripts, a criminal background check, and three signed letters of reference will be required upon offer of employment. All degrees must be received from appropriately accredited institutions and conferred by the time of hire.

East Carolina University seeks to create an environment that fosters the recruitment and retention of a more diverse student body, faculty, staff and administration. In order to promote the university's diversity goal, Student Affairs strongly encourages applicants from women, minorities, and historically underrepresented groups.

**Additional Instructions to Applicants:**

Applicants must complete a candidate profile or staff application (see "Application Types Accepted" below) online via the PeopleAdmin system. In addition, applicants must submit the documents requested in order to be considered for the position.

**Application Types Accepted:**

Candidate Profile (EPA only)

Applications will be considered until position is filled. Please submit an online ECU application for vacancy #925001 to ECU Human Resources at [www.jobs.ecu.edu](http://www.jobs.ecu.edu).

*East Carolina University is an Equal Opportunity/Affirmative Action Employer.*

Visit this job posting at [ecu.peopleadmin.com/applicants/Central?quickFind=80981](http://ecu.peopleadmin.com/applicants/Central?quickFind=80981)

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