



LAMAR UNIVERSITY™

Center for Career & Professional Development

Assistant Director, Career Development (#497937) –Lamar University Career & Professional Development;
Full-time; Salary: Commensurate; Open Until 5/13/2015.

Description/Goals: Serve as the primary career consultant for students for the College of Fine Arts and Communications, as well as serve as liaison for student groups and organizations. Develop and administer special outreach programs to inform both faculty and students of the need for long-term career planning and career development, regardless of academic discipline. Plan and administer career development workshops and seminars to guide students from selection of an academic major through the job-search or application to graduate or professional schools.

Responsibilities:

The assistant director serves as career consultant to the College of Fine Arts and Communications and liaison to Student Groups and Organizations providing service in three functional areas:

Career Development/Consultation

- Provide students and alumni individual assistance in defining career options, developing employment skills, and job-search procedures.
- Plan and execute numerous campus-wide career development seminars, workshops, a classroom session to educate students in the need for and steps in the career planning process; including, but not limited to, student success course, focused career fairs, and classroom presentations by faculty invitation.
- Cooperate with the academic advisement office in assisting currently undeclared students identify the most appropriate academic major(s) and/or minor(s).
- Administer and interpret individual interest, skills, abilities, and values assessment instruments; including, but not limited to Kuder Journey, MBTI and O*net, Strong Interest Inventory, Strength Quest, Colors.
- Assess individual career development needs, providing students the skills necessary to understand the ramifications of their career decisions and actions.
- Provide backup for the management of the on-campus interview system and automated referral system.
- Required to work with student groups, organizations and faculty as scheduled on nights and weekends.

Communication/Programming:

College Relations - Coordinate college specific outreach, programming, and customized seminars/workshops/programs based on student needs assessment and faculty requests. Work with and advise faculty/college administrators on the methods to enhance the quality of experiential learning/career development and to expand departmental participation.

Statistical Data Collection/Dissemination

Conduct assessment and follow-up studies through electronic communications, direct mail, and telecommunications of all graduates to determine employment levels, position titles, starting salaries, and continuing professional development

Additional Responsibilities:

The assistant director will also participate in:

- Staff activities, including events/workshops/ programs.
- An annual performance evaluation.
- Professional development activities including involvement in state, regional, and national associations.
- Represent the university and career services at specified regional professional association conferences and professional development workshops.
- Perform other duties as assigned by the director to ensure the success of career services on behalf of the university, its students, and alumni.

Qualifications:

Education : Master's degree (emphasis in educational leadership, student affairs administration, counseling, human resource management, or related field).

Experience: Five years of experience in a career development setting, preferred experience working in a centralized Career Center and experience working with the arts and communication majors. Preferred qualifications include strong organizational program development and communication skills, creative thinking/reasoning abilities, demonstrated competency to oversee multiple tasks with attention to detail, and the ability to work effectively with a broad range of internal and external constituents including students, employers, alumni, faculty, and staff. Knowledge alternative approaches to career development and career planning needs for individuals with disabilities, diverse student populations and non-traditional students. Background in CSO Research is a plus.

Special Requirements: The assistant director position requires a highly motivated, high energy, team oriented individual. Prior experience serving as a Career Coach, Career Advisor, Career Consultant or Career Counselor supporting majors within the College of Fine Arts and Communications in hire education is a must. Knowledge of professional practices as set by NACE, NASPA and/or NCDA is required. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information.

How To Apply: Visit the Human Resources website at: <https://jobs.lamar.edu>, click on Search Jobs. Application materials must be uploaded and submitted online with the application.

Application Information

Postal Address:

Human Resources

Lamar University

P. O. Box 11127

Beaumont, TX 77710

Phone: (409)880-8375

Fax: (409)880-8464

Online App. Form: <https://jobs.lamar.edu>