

# UNIVERSITY OF THE OZARKS

## JOB DESCRIPTION

**Position:** Director of Career Services

**Type of Appointment:** Full-time, 10 month, August through May

**FLSA Classification:** Exempt

**Employee's Name:**

**Supervisor:** Dean of Students

**Job Description Created/Reviewed:** Created May 28, 2015

**Job Summary/Objective:** Reporting to the Dean of Students, the Director of Career Services provides career discernment support, career/professional development, job search assistance, and graduate school/internship placement assistance to current Ozarks students and alumni.

### **Mission:**

The Mission of the University reads in part: “True to our Christian heritage, we prepare those who seek to live life fully, those who seek the richness of life provided by study of the liberal arts and the quality of life provided by professional preparation.”

All employees are expected to uphold the mission of the University. The University has defined Christian heritage to mean:

Service -we call one another to offer sustainable, life-affirming service.

Justice – we call one another to right injustice.

Growth- we are committed to the personal development of all members of the community.

Hospitality- we are called to welcome all who visit us.

Honesty -we are called to participate in truth-telling.

Sabbath – we are called to stop, rest and to replenish our souls.

### **Duties and Responsibilities:**

#### **Administrative**

- Perform administrative duties including budget and records management, service and program assessment, long range planning, preparation of reports, management of office technology development, etc.
- Identify and recommend for purchase the most comprehensive resources available by maintaining a career resource library and monitoring and documenting the use of career software and online systems and databases.

- Coordinate the continuing development and maintenance of an interactive user-friendly Career Services web site that reflects a comprehensive career development focus, as well as social media sites in use by the office
- Develop and maintain relationships with the business, professional and higher education community to support and expand the career development functions of Career Services
- Maintain positive, friendly relationship with faculty and staff, offering assistance with career-related issues in classes or other settings
- Collect career-related statistics, such as graduating senior information, with the assistance of the Director of Institutional Research
- Coordinate marketing strategies to promote Career Services and its benefits to prospective and current students, parents/guardians, faculty, staff, alumni, and professional partners
- Participate in professional development activities with state, regional, and/or national associations
- Support students and campus culture by attending a reasonable number of university activities including but not limited to theatre productions, athletic events, musical activities, and academic presentations
- Perform other duties as assigned by the Dean of Students

#### **Career Discernment Support**

- Counsel students and alumni individually on career/life goal planning
- Provide assessments, such as DISCOVER and the MBTI
- Follow up with undecided majors for assistance with career planning
- Plan and implement career-related workshops

#### **Career/Professional Development**

- Educate and assist students on how to create professional, employment-related materials, including cover letters, emails, and resumes
- Teach a professional preparation course, as needed
- Develop and conduct workshops on job search skills, interviewing, resume/professional correspondence development, and other topical areas
- Provide guidance to students on proper job interview and business etiquette skills

#### **Job Search and Graduate School/Internship Placement Assistance**

- Provide guidance with internship research and applications
- Conduct campus “Career Fair” each semester
- Provide resources and assistance to students searching for internships, summer jobs, part-time jobs, and full-time jobs
- Assist students with identifying and networking with prospective employers
- Maintain employer/graduate school database
- Maintain an online, comprehensive job management system
- Plan and implement job search related workshops

- Provide information and assistance with graduate school applications, essays, and test preparation

**Skills and Abilities**

- Experience working with Microsoft Office Word Pro, Excel, Powerpoint
- Excellent organizational ability, high level of accuracy, attention to detail
- Effective communication skills
- Able to prioritize and manage multiple tasks simultaneously and with minimal supervision.
- Enjoy working with college students
- Work evenings and weekends as required.

**Qualifications:**

- Master's Degree in College Student Personnel Administration, Guidance and Counseling, Education or related field preferred
- Minimum of 3 years career services related experience
- Communication, organization, public relations, supervisory, workshop presentation and career counseling skills
- Expert knowledge of occupational options, employment trends, organizational structures, resources and technology related to Career Services

Deadline to apply is July 24, 2015.

Send resume, cover letter and reference information to [studentlife@ozarks.edu](mailto:studentlife@ozarks.edu). Questions about the position can be directed to Steve Weaver, Dean of Students, at 479-979-1448, or [sweaver@ozarks.edu](mailto:sweaver@ozarks.edu).