

Executive Director of Career Services

Chief Objective of Position:

Provides strategic leadership for developing, implementing, and evaluating recruiting systems, programs, and events to connect employers with students, faculty, and alumni.

Job Summary:

The Executive Director for Career Services reports to the Provost and provides strategic leadership for a team responsible for developing, implementing, and evaluating recruiting systems, programs, and events that connect employers with the university's students, faculty, and alumni. The portfolio of the Executive Director for Career Services will include career development, career counseling, job placement, work-study career development, personal and professional development, and a history of cultivating key partnerships with colleges, leadership development programs on campus, high impact practices, advancement, and alumni affairs. This oversight will include a career services focus on areas such as employer relations, assisting students near graduation, graduate placement into skill based work, and alumni with job search and career development/job readiness, as well.

Required Qualifications:

Advanced degree in Business, Marketing or a related field or equivalent training, education, or experience. Significant related experience in career services, employment/job placement, business development, employer relations or other talent development roles with administrative, budget and personnel leadership responsibilities. The successful candidate will also demonstrate a proven record in leading and developing cohesive teams, managing performance and productivity, strategic planning, and contributing to organizational leadership; he or she should display an entrepreneurial, creative, and innovative spirit; be comfortable with change, ambiguity, and possess a willingness to take risks in a fast paced environment; must possess multicultural awareness and competence and have the ability to work in a diverse environment and serve constituents from a wide variety of backgrounds; strong organizational and effective communication abilities are essential; experience defining ROI and concrete measurements of success for both internal and external constituencies; demonstrated passion and experience in employment and career development, relationship development, program planning and execution, group facilitation and engagement, advising stakeholders; and a strong knowledge of trends in internships, employment, the economy, effective interventions, technology, and industry networks.

Preferred Qualifications:

Earned doctorate; administrative experience in career development/planning or recruiting in a higher education setting

Description of Job Tasks/Responsibilities:

Senior Administration:

- Create, collaborate, and execute a strategic vision for the role of career development to include the development and implementation of long-term strategic plans, short-term operational plans and the determination of strategic priorities
- Develop and implement effective assessment and program evaluation methods
- Manage and oversee departmental budget and generate revenue when there is opportunity
- Engage in professional associations and community activities to promote the objectives of the Career Services department
- Work in a collaborative, open, and transparent manner with other units within the university
- Manage Career Services staff including administrative meetings, training, and professional development
- Promote services, programs and resources to internal and external stakeholders including students, faculty, staff, employers, alumni. Provide leadership to the staff, motivating the team to reach beyond traditional responsibilities, processes and ways of thinking and collaborate to achieve departmental, divisional and university goals
- Build community involvement at the campus level

Employer Relations:

- Develop and maintain employer outreach programs to increase the number and quality of employers and job and internship opportunities for students across all departments and colleges
- Grow and cultivate relationships with existing employer contacts, key campus stakeholders and new external corporate partners. Oversee and monitor the development and retention of relationships with employers for the purpose of externships/internships and job placement of graduates
- Building professional networks and business relationships
- Honoring the National Association of Colleges and Employer's principles and practices of career planning, employment and recruitment
- Continuously survey graduates and employers to ensure programs meet or exceed current job market and employer needs
- Support Academic outcomes such as the management of externship programs
- Develop and oversee experiential learning opportunities such as internships, prior learning assessments, and service learning.

Events & Marketing:

- Expanding Career Services' online resources for all career-related opportunities
- Leverage technology to enhance networking and connections for employers, students, and alumni.
- Thinking strategically about career-related technology
- Attend new student orientation and graduate commencement ceremonies
- Develop and implement marketing strategies to recruit and promote awareness of internship programs, prior learning assessments, and service learning among students, faculty, program directors and employers. Develop and implement marketing strategies for career management events, programs and services to internal and external stakeholders, including creating publications, managing social media and updating website. Plan and organize career/job fairs. Arrange on campus careers seminars and interviews between employers and students.

Placement:

- Pursue increased potential for international career opportunities.
- Expand on-and-off campus learning opportunities in the areas of internships and community service. Collaborate with the Office of University Advancement to identify corporate partnerships and development opportunities to support internship and employment initiatives and programs.

- Execute the collection and reporting of internship and first-destination outcomes and other data related to institutional effectiveness to constituents inside and outside the University.
- Oversee and monitor the development of job orders from employers, the presentation of graduates' resumes, scheduling interviews, and follow-up with employers and graduates; all resulting in successful placement of graduates.
- Maintain accurate alumni and graduate placement data.
- Assist in-school students in finding part-time employment through job boards and individual service as needed
- Provide career counseling to assist students

Alumni:

- Ensure accurate and complete alumni database records; capture contact, biographical and career information of alumni surveys, projects (i.e. alumni directory, correspondence, website, postal returns, etc.)
- Develop alumni career resource tools just as career assessment meetings, career decision making and career transition assistance, guidance and direction on necessary tools for a professional job search including networking, résumé writing, and résumé critiques.
- Develop employment profiles for matching graduates exceptional opportunities
- Tailor resources for high-achieving graduates to leverage educational experience to translate into employment matches

APPLICATION INFORMATION:

Online App.Form: <http://jobs.radford.edu>

Contact: Dr. William Kennan
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