

EXECUTIVE DIRECTOR OF CAREER SERVICES

Student Services

The Executive Director of Career Services promotes the mission of the university to develop Christian leaders by leading and implementing strategies that result in graduating students being placed in desirable career positions within their chosen fields of study. Responsibilities include employer relations, career/internship placements, lead generation for placement opportunities, increasing the visibility and support of the career placement program, enhancing existing services, and conducting research or benchmarking institutions to identify best practices.

Minimum requirements include:

- Bachelor's Degree or equivalent work experience
- 3 years of experience in career services, student advisement, recruiting, employment assistance or related field
- 2 years of experience in a management or supervisory role
- Experience in the corporate workforce, with knowledge of employee recruitment and development
- Must demonstrate dedication to Regent's core values of, Excellence, Innovation and Integrity

Other preferred qualifications include:

- Established background in and connection to the Hampton Roads business community
- Business-to-business sales experience
- Customer service experience
- Working knowledge of federal/state government education regulations
- Ability to leverage research results into actionable marketing and business building initiatives
- Knowledge of basic marketing concepts and ability to apply them to promote the school
- Knowledge of research resources and their application
- Excellent presentation skills
- Knowledge of career development
- Knowledge of the employment market and effective job search strategies
- Ability to cold-call employers and solicit job leads
- Excellent organizational skills to maintain records of graduates, employers and placements
- Knowledge of best practices in career coaching
- Ability to develop and use collaborative relationships
- Ability to prioritize and quickly resolve issues
- Superior verbal and written communication skills
- Excellent creative and problem solving skills
- Project and program management skills
- Knowledge of the federal Department of Education, state, local and accreditation standards
- Knowledge of Microsoft Office programs and database programs

Qualified prospective employees will receive consideration without discrimination because of race, color, sex, age, national origin, or disability.