

THE UNIVERSITY OF TEXAS AT ARLINGTON

TITLE: Director of the Career Development Center

EARLIEST START DATE: As Soon As Possible

SALARY: Negotiable depending on qualifications

PURPOSE:

The Director of the Career Development Center is responsible for the overall leadership and direction of the Career Development Center at UT Arlington, a centralized career services office that serves over 42,000 students. The Director's primary duties are to supervise: corporate relations/ job development/business outreach efforts, programming, personnel and budget functions with 11 professional and support staff and a budget of approximately \$800,000 annually. The Director has a dual reporting line to the Vice President for Student Affairs as well as an Assistant Vice President.

DUTIES AND RESPONSIBILITIES:

1. Strategic planning and assessment of all initiatives ensuring the office provides services consistent with its vision, mission, and goals.
2. Leads effort to forge, nurture and expand connections with employers and external constituents. The Director also oversees other Employer Relations functions of the office including recruitment activities, internships, and job development and placement efforts.
3. Expected to articulate the vision and services provided by the office to those outside the University.
4. Establishes relationships and works closely with the academic units, Deans and other constituents across campus including the Office of Admissions, the Alumni Association, and the Office of Development to collaborate on initiatives (e.g., alumni-student mentoring program) and provide services consistent with their needs.
5. Supervises all assessment activities including program evaluation and satisfaction surveys, graduation surveys, and reports on activity, KPIs, learning and administrative outcomes and other performance aspects as required.
6. Manages the Career Development Continuum and related programming aspects of the office including the development and implementation of innovative programs/services to assist students with career development, career readiness, and job search preparation and skills.
7. Supervises all personnel matters including hiring, training, and professional development activities for staff and student workers.
8. Other duties as assigned

REQUIRED QUALIFICATIONS:

Bachelor's or Master's degree required and a minimum of 7 years of corporate experience in Human Resources, staff development, talent management, recruiting, and organizational development. Minimum 5+ years of managing professional staff. An excellent and persuasive communicator, verbally as well as in writing. Successfully created and executed innovative and effective career development, internships and recruiting programs and knowledge of how to develop new initiatives and build strong employer-University relations. Ability to excite and engage alumni in Career Center mentoring, internship and job pathways programs. Experience with data collection and analysis to report on students' employment outcomes. Exceptional communication and interpersonal skills. Ability to work collaboratively with internal and external resources at all levels.

Applicants must include in their online resume the following information:

1. Employment history: name of company, period employed (from month/year to month/year), job title, summary of job duties.
2. Education: school name, degree type, major.

PREFERRED QUALIFICATIONS:

Master's degree with 10 years of experience. Experience in creating/facilitating Advisory Boards with diverse members and occupational expertise.

WORKING CONDITIONS:

A primary expectation will be active outreach to prospective corporate clients and business leaders on site. Secondary conditions include a collaborative and dynamic office environment. Meetings with students, staff, faculty, deans, and senior University leaders will comprise a major part of every work day. A criminal background check will be conducted.

TO APPLY:

Submit your resume, cover letter and list of three references [online](#).