

Director of Career Services

Texas A&M University-Central Texas was born in the spirit of community cooperation on May 27, 2009 as a member of The Texas A&M University System, one of the largest systems of higher education in the nation. A&M-Central Texas is a military friendly, upper-level institution offering bachelor's and master's degrees for life's next chapter.

POSITION SUMMARY: Reporting to the Dean of Student Affairs, the Director of Career Services oversees and/or coordinates all aspects within the Department of Career Services. This includes the leadership, development, implementation, and coordination of functions, staff, procedures, assessments, and budgets. The Director serves as an integral member of the leadership team of the Division of Student Affairs.

MINIMUM REQUIREMENTS:

- A master's degree from a regionally accredited institution.
- A minimum of four years of relevant experience in higher education or a related employer relations setting.
- Must have demonstrated experience in the successful completion of multiple projects and responsibilities.
- Must have excellent writing and verbal communication skills.
- Must have experience working independently and with diverse student populations.
- Must have experience in collecting and analyzing comprehensive assessments and making data based decisions.
- Must display a team-oriented approach. Must possess exceptional social interaction skills and positive attitude.
- Must be professional in all aspects of the position including professional dress and appearance, demeanor, and attitude. Consistently display the highest levels of integrity.
- Ability to prioritize, multi-task, perform well under pressure, meet deadlines, and work flexible schedule.

PREFERRED QUALIFICATIONS:

- A master's degree in higher education administration, social work, counseling, or related field.
- Strong Interest Inventory Certified.
- Five or more years of experience in career services, employer relations, or other student affairs related programs.
- Experience working with military and adult student populations.

SALARY: Competitive

Interested applicants MUST apply online at <https://www.tamuctjobs.com>. The department requires a cover letter and resume for this position. Official transcripts will be required upon hire.

Texas A&M University-Central Texas, an Equal Opportunity, Affirmative Action, Veterans, Disabled Employer and Educator, committed to excellence through diversity. Males, age 18 through 25, must be properly registered with the Selective Service System to be eligible for hire. This position is designated as a security sensitive position and requires a satisfactory criminal history background check.

Texas A&M University Central Texas is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate, master's, and specialist degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4500 for questions about the accreditation of A&M-Central Texas.