

San Marcos, TX

Texas State University

Assistant Director - Career Services

Job Number: 2015535

Duties:

The duties of this position are "not" limited to those listed below.

1. Oversee employer relations and outreach initiatives and activities to expand opportunities for currently enrolled students and alumni.
2. Provide leadership and oversee coordination of all employer events, including career fairs.
3. Oversee, develop, post and monitor part-time, full-time and experiential learning opportunities in Jobs4Cats. Manage the monitoring and approval process for all employer registrations and contacts in Jobs4Cats.
4. Contribute to the promotion and marketing of Career Services and Texas State University students to new employers in order to diversify employment and experiential learning opportunities for students.
5. Provide advice/coaching and assign specific responsibilities for supervisees in achievement of tasks. Appraise assigned employees in a timely, thoughtful manner.
6. Provide leadership for and coordinate the development of policies and procedures for employer recruitment activities and services. Serve as a resource regarding recruitment trends, relevant employer updates and experiential learning issues.

7. Coordinate efforts with Marketing Team on print, electronic and social media outlets to promote special events and career fairs.
8. Assist and counsel students in search of experiential learning and job opportunities.
9. Record and maintain accurate documentation about Career Services.
10. Serve on University and professional association committees.

Job Description:

**CAREER SERVICES ASSISTANT DIRECTOR EMPLOYER
RELATIONS AND OUTREACH DESCRIPTION**

The Assistant Director will:- Oversee employer relations and outreach initiatives and activities to expand opportunities for currently enrolled students and alumni.

- Provide leadership for and oversee coordination of all employer events, including career fairs.
- Assist employers in developing experiential learning opportunities.
- Oversee, develop, post and monitor part-time, full-time and experiential learning opportunities in Jobs4Cats.
- Manage the monitoring and approval process for all employer registrations and contacts in Jobs4Cats.
- Promote and market Career Services and Texas State University students to new and existing employers in order to diversify employment and experiential learning opportunities for students.

- Provide advice/coaching and assign specific responsibilities for supervisees in achievement of tasks. Appraise assigned employees in a timely, thoughtful manner.
- Coordinate efforts with Marketing Team on print, electronic and social media outlets to promote special events, career fairs and all recruitment activities.
- Provide leadership for and coordinate the development of policies and procedures for employer recruitment activities and services.
- Serve as a resource regarding recruitment trends, relevant employer updates and experiential learning issues.
- Assist and counsel students in search of experiential learning and job opportunities.
- Record and maintain accurate documentation about Career Services.
- Serve on University and professional association committees.

Additional Information for Applicants:

For information about Career Services, visit our web site:
www.careerservices.txstate.edu.

The Assistant Director must have the ability to work in a fast-paced environment, meet strategic planning objectives and work flexible hours, including evening/weekend hours as necessary.

IF SELECTED, BE PREPARED TO BRING TRANSCRIPTS TO THE INTERVIEW.

Employment with Texas State University is contingent upon the outcome of a criminal history background check.

Texas State University is a tobacco-free campus. Smoking and the use of any tobacco product will not be allowed anywhere on Texas State property or in university owned or leased vehicles.

Salary and Benefits: Commensurate with qualifications and experience. Benefits include monthly contribution to health insurance/benefits package and retirement program. No state or local income tax.

YOU WILL BE REQUIRED TO ELECTRONICALLY ATTACH A RESUME AND COVER LETTER TO YOUR APPLICATION.

Texas State University, to the extent not in conflict with federal or state law, prohibits discrimination or harassment on the basis of race, color, national origin, age, sex, religion, disability, veterans' status, sexual orientation, gender identity or expression.

Texas State is committed to increasing the number of women and minorities in administrative and professional positions.

Texas State University is a member of the Texas State University System. Texas State University is an EOE.

Required Qualifications:

- A Bachelor's degree in student affairs, higher education, human resources, business, or related fields from an accredited college or university.
- Experience in college/university career services or a closely related field.
- Experience with the planning, development, implementation, and evaluation of career fairs and special events.

- Demonstrated knowledge of common office software applications, e.g., Microsoft Office Suite including a calendaring system such as Outlook, CSO Research, etc. (Must indicate specific software applications in which you have experience on the application and resume or cover letter.)
- Evidence of strong public speaking/presentation skills.
- Effective expression of positions and procedures clearly and concisely in oral and written form.
- Demonstrated impactful managerial/ supervisory experience.
- Evidence of effective relationships with students, employers, administration, faculty, staff, alumni and parents
- Proven success in employer sourcing and outreach.
- Demonstrated effective problem-solving and decision-making skills.
- Demonstrated vision for the career services field.
- Active in relevant professional associations, preferably in leadership/presentation roles.
- Experience in monitoring expenditures and budgets for an organization

Preferred Qualifications:

- A Master's degree in student affairs, higher education, human resources, business, or related fields from an accredited college or university.
- Demonstrated experience managing a web-based career services/HR management system.

- Proven competency in database management and learning outcomes assessment.

- Demonstrated development and implementation of successful marketing and client/customer relationship management strategies.

-At least two years of experience in college/university career services or a closely related field.

A minimum of two to four years of experience in college/university career services or a closely related field, with most recent years being in leadership positions of increasing responsibility.

Department: Career Services

Pay Rate: 4,800.00+commensurate w/exp.

Pay Basis: Monthly

Job Open Date: 08-05-2015

Job Close Date: 08-25-2015

Job Category: Exempt

Job Type: Full-Time

Normal Work Days: Monday - Friday

Normal Work Hours: 8 a.m. - 5 p.m.

For a detailed description of this position and to apply, visit
<http://apptrkr.com/653595> or call (512) 245-2557 or visit our office at
601 University Dr., J.C. Kellam Bldg., Suite 340.

About Texas State and San Marcos:

Texas State University is a emerging research institution located in the burgeoning Austin-San Antonio corridor and in the beautiful Texas Hill Country. It is the largest of eight campuses in the Texas State University System and one of the 75 largest universities in the country, with over 36,000 students and 4,000 faculty and staff.

Texas State is located in San Marcos, a growing community of over 50,000 people located about half way between Austin and San Antonio. Texas State enjoys a setting that is unique among Texas universities. The beauty of the crystal-clear San Marcos River and the stately cypress and pecan trees on the campus add to the charm of the university's picturesque setting. Our location on the banks of the San Marcos River provides outdoor recreational activities throughout the year.

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Related links:

<https://jobs.hr.txstate.edu/>

<http://www.txstate.edu/>

<http://www.humanresources.txstate.edu/benefits.htm>

<http://www.humanresources.txstate.edu/>

<http://www.sanmarcostexas.com/>

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