



SOACE Career Services and Human Resources Job Posting Template

*Name of Organization: **St. Mary's University, San Antonio, Texas**

*Position Title: **Director of Career Services Center**

Position Function:

University Background

St. Mary's University of San Antonio, Texas, was founded over 150 years ago by a Catholic teaching congregation (Society of Mary, or Marianists), throughout the years, college students, faculty, and staff of many faiths have enrolled in classes or been appointed to teaching and administrative positions. Co-educational since 1963, students, faculty, and staff work together in what is termed —a congenial family spirit. In this atmosphere qualified laymen and laywomen, priests, Brothers, and Sisters aim to mold students into intellectually prepared men and women of moral sensibility with the competence to assume the responsibilities of adult life. Rooted in the Catholic intellectual tradition, the University strives to contribute to the urgent task of extending justice, freedom, and dignity to all people.

Today the University is designated as a Hispanic-serving institution (one of 203 such institutions in the United States) with 57 percent of all students describing themselves as Hispanic American or of Mexican descent. A close-knit academic and spiritual community boasting a 13-1 student to faculty ration, hands-on professors, Fulbright Scholars, and "Piper Professor" winners who teach in the classrooms, labs and abroad. A diverse university of nearly 4,000 students drawn from the Southwest and around the world to its five schools of Business; Humanities and Social Sciences; Science, Engineering and Technology; Law; and Graduate Studies; and more than 40 academic programs including Ph.D. and JD programs and numerous pre-professional programs are offered.

San Antonio, Texas

San Antonio has a population of approximately 1.6 million and is the second largest city in the state of Texas after Houston. The city, which is the county seat of Bexar County, covers over 400 square miles on the northern edge of the South Texas region and southeast of the Texas Hill Country. The city is famous for its River Walk, the Alamo, Tejano culture, and its three-time NBA Champion Spurs basketball team. San Antonio is also known for its many festivals—including a ten-day fiesta that engages all facets of the community, including St. Mary's University—and its SeaWorld and Six Flags Fiesta Texas theme park attractions. It also has a strong public education system, numerous colleges and universities, and supports a vibrant cultural and performing arts community. The economy of San Antonio is diverse and continues

to outperform other regions throughout the state and most other urban areas in the U.S. The cost of housing is also considered very affordable. The city is home to Fort Sam Houston, Lackland Air Force Base, Randolph Air Force Base, and Brooks City Base as well as many leading corporations including Valero Energy Corp, USAA, Tesoro Petroleum Corp, Southwest Research Institute, H-E-B supermarkets, and Clear Channel Communications.

The Institution's Mission Statement

St. Mary's University has long been committed to academic excellence, service, and civic engagement efforts of the highest integrity, and these are the values that form the heart of the University's Mission:

As a Catholic Marianist University, the University fosters the formation of people in faith and educates leaders for the common good through community, integrated liberal arts and professional education, and academic excellence.

St. Mary's University strives to embody the five characteristics of a Marianist university:

Educate for formation in faith; Provide an excellent education; Educate in family spirit; Educate for service, justice, and peace; and Educate for adaptation and change.

Director, Career Services Center

Reporting to the Vice President for Student Development, the Director is a key member of the student development leadership team and serves as a highly visible ambassador for student career development, employer and agency relations, service learning, and civic engagement issues on and off campus.

The Director of the Career Services Center provides leadership for a comprehensive career, experiential learning, and service program that includes Career Services, Service Learning, Experiential Education, Service and Volunteer Programs, Civic Engagement and the Marianist Leadership Program.

The Director is responsible for the administration, integration, coordination, and supervision of wide-ranging career and experiential learning programs and services, including employer and agency relations, career advising and development, service learning, internships, volunteerism, civic engagement, and servant leadership and community-based college work-study programs. The Director anticipates, recognizes, and responds to trends that impact national and global rankings and works to enhance the St. Mary's community and promote the University.

The Director has 8 direct reports, 6 professional and 2 support staff. The position oversees approximately 48 employees, including student staff, and administers an annual budget of over \$450,000.

Essential Duties and Responsibilities:

ADMINISTRATIVE FUNCTIONS:

The Director provides vision and leadership in the university community in understanding and providing career exploration, career education, experiential learning programs, service learning, civic engagement opportunities and job search skill development needs of students, and continuing needs of alumni. The Director will also be responsible for assessment and learning outcomes associated with the operation, budget management, supervision, marketing and outreach, and technology implementation.

PROGRAMMATIC LEADERSHIP:

The Director will provide vision, direction, implementation strategies and assessment plans for career development and services, service learning, experiential learning and the Marianist Leadership Program.

PROFESSIONAL OUTREACH AND INVOLVEMENT:

The Director will work collaboratively with alumni, corporate and agency relations, faculty and the larger community in developing and implementing programs and services that address the needs of the University's student and alumni populations in the current economic climate.

Minimum Qualifications:

The successful candidate will possess a master's degree with a strong record of experience and achievement in career services, human resources, or human capital management. A minimum of five years of leadership experience in higher education career development and experiential education, service learning, internships, or related experience is required. The Director will lead the day-to-day operations of a busy and complex career services center with an experienced and talented staff. The Director will need to possess a high level of energy in order to build and sustain strong relationships with different constituencies while jointly analyzing existing practices in order to provide the highest level of quality for all operations.

The position requires an understanding of contemporary best practices in the delivery of comprehensive career services, service learning, and experiential education programs and services, including knowledge of career coaching, student and career development, internships and experiential programs, job search strategies, job market trends, employer relations and recruitment methodologies, and the use of technology. Demonstrated collaborative and relationship-building skills; commitment to customer service; excellent communication ability, including marketing, and public relations skills; strategic planning, leadership, and organizational skills; hands-on management experience; and experience with associated risk management and legal issues.

Preferred Qualifications:

Salary Range:

Instructions for Applying:

Submit application (www.stmarytx.edu/hr), cover letter, resume, and references to:

Director of Human Resources
St. Mary's University
One Camino Santa Maria
San Antonio, TX 78228-8565
humanresources@stmarytx.edu
AA/EOE

*Posting Date: **6/28/10**

*Expiration Date: **7/30/10**

***Contact Information:**

Name: Director of Human Resources

Address: One Camino Santa Maria

San Antonio, TX 78228-8565

Phone: 210-436-3725

Email: humanresources@stmarytx.edu

URL link directly to Job Announcement: <http://www.stmarytx.edu/hr>

*** Indicates a required field**