

**Executive Director, Career Management Center,  
A. B. Freeman School of Business, Tulane University**

**7 McAlister Drive  
New Orleans, LA 70118  
August 22, 2016**

The A. B. Freeman School of Business at Tulane University invites applications for a new position - Executive Director of Career Management. Candidates with a background and experience in the areas of career services management and/or corporate recruitment are encouraged to apply.

The Freeman School is an international leader in business and management education and was a founding member of the AACSB, the leading international business school accreditation association. The school, which was established in 1914, is one of the fastest-growing business schools in the world. Enrollment has grown by 50 percent over the last five years and the school is currently home to more than 2,000 undergraduate and almost 1,000 graduate students. To meet this surge in enrollment, the school recently embarked on a \$35 million expansion of its physical space on Tulane's primary campus located in Uptown New Orleans. The new and renovated 80,000+ square foot space will unite the existing business school buildings and transform the student experience at the Freeman School. In addition to advanced classrooms and expanded breakout rooms to facilitate collaborative learning, the building will house a larger, modernized Career Management Center (CMC) which will support students and the expanded CMC staff.

The CMC serves as the bridge between students and professional opportunities in the business world. Drawing from students, alumni, partners and external sources, the CMC helps all of our students maximize their career potential. The CMC provides tailored resources to students to support professional development and career readiness and is staffed by dedicated career experts focused on helping students find the right career opportunities. Career placement at the Freeman School comes about through the development of long-term meaningful relationships with partners seeking world-class talent.

The Executive Director of Career Management has strategic and operational responsibility for the CMC and manages the current Director of CMC Operations who in turn manages the day-to-day operations of the CMC and the CMC staff. The Executive Director is responsible for the successful leadership and management of the CMC according to the strategic direction established by the Freeman School.

The Executive Director is responsible for the development and implementation of innovative ways to cultivate and maintain strategic external relations. The Executive Director will work closely with alumni, potential employers, and other organizations to secure internship and job placement opportunities and place students in rewarding and challenging positions that successfully launch their careers in the U.S. and overseas.

The Executive Director is responsible for the development of innovative ways to engage and support alumni in all stages of their careers and to implement high quality career management assistance that provides opportunities for lifelong learning for our alumni throughout their career development. Domestic and some international travel is required.

The Executive Director works collaboratively with the faculty and staff across the Freeman School to assist students as they identify career paths, develop life-long learning skills, secure internships and external education experiences, and develop required job skills, regardless of major, program or degree.

The CMC Executive Director is a newly created position in the Freeman School. The Executive Director oversees the Director of CMC Operations, a staff of career placement professionals, and an administrative staff. The Executive Director of Career Management reports to the Dean or his designee with dotted-line responsibilities to the Associate Dean of Graduate Programs and the Associate Dean of Undergraduate Education.

The Freeman School seeks candidates with significant relevant experience (10+ years) in career management in either academic (preferably in business education) or corporate settings. The start date of this position is flexible in order to find the best candidate for the job. Candidates should have significant relationships / account management and supervisory experience. Additional required and preferred qualifications can be found at the following link <http://www2.tulane.edu/jobs/> and accessing job posting IRC9990.