

## *Position Announcement*

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### **Old Dominion University Director of Career Development Services**

Old Dominion University (ODU) is located in Norfolk, Virginia, a vibrant metropolitan region of coastal Virginia. The institution is a state-assisted, Carnegie doctoral/research-extensive institution with a strong focus on student success and learning. The institution is proud of its rigorous academic programs, strategic partnerships, and active civic engagement. Its 25,000 students form a diverse and multicultural community within six academic colleges. ODU's programs are offered on the main campus, at higher education centers in the region, and through a high quality and growing distance learning program.

The Director of Career Development Services provides overall leadership and direction for a comprehensive career center that helps undergraduates, graduate students, and alumni develop the competencies needed to make informed choices and take action to attain their educational and career goals. An integral member of the Division of Student Engagement and Enrollment Services (SEES) leadership team, the director sets the vision and strategy for the unit and aligns its goals and offerings with institutional and divisional priorities. Career Development Services includes student employment--hourly and work study; cooperative education, internships and practicums; career education programs, career coaching, counseling, exploration; electronic delivery of career programs, services and coaching through Career Commons; and fulltime employment programs and services for new graduates and for alumni. Working in close collaboration with the University's colleges and regional centers, and with employers and various internal and external stakeholders, the director is responsible for leading a University wide, comprehensive, developmentally appropriate integrated program of academically and professionally related career exploration, decision-making, and employment preparation services for students and alumni. The director supervises a team of 18 career services professionals and support staff and reports to the Associate Vice President for Student Engagement and Enrollment Services.

Minimum qualifications include a master's degree and a track record of progressive leadership experience focused on promoting career development and facilitating relationships to promote the career preparation and success of students. The successful candidate must be a strategic thinker and planner with the expertise, energy, and interpersonal skills to build upon the strengths of the department while fostering new cultural norms, imagining and creating strategic, developmentally based career maps for an expanse of different student populations, and leading programs to new levels of excellence. The successful candidate must be knowledgeable of evolving employment and educational trends impacting employers, students, and alumni; possess strategic change management skills coupled with strong staff, organizational development, and budget management abilities; demonstrate strong supervisory and team-building capabilities; and possess a goal-oriented, data-driven approach to generating measurable outcomes and assessments of services. Collaboration with internal and external constituents; utilization of current technologies and social media; commitment to student development; strong communication and collaboration skills; and the ability to build relevant connections with students and alumni will be important considerations in the selection of the director.

Review of applications will begin **April 5, 2019** and continue until the position is filled. A resume with an accompanying cover letter may be submitted via the Spelman Johnson website at [www.spelmanjohnson.com/open-positions](http://www.spelmanjohnson.com/open-positions). Nominations for this position may be emailed to Ellen Heffernan at [eth@spelmannjohnson.com](mailto:eth@spelmannjohnson.com). Applicants needing reasonable accommodation to participate in the application process should contact Spelman Johnson at 413-529-2895.

**Please visit the Old Dominion website at [www.odu.edu](http://www.odu.edu)**

*Old Dominion University is an equal opportunity, affirmative action institution and requires compliance with the Immigration Reform and Control Act of 1986.*