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| **Executive Director, BNSF Career and Professional Development Center**  **Job Summary:**  The Executive Director, BNSF Career and Professional Development Center is responsible for managing career and professional development services functions by providing leadership, guidance and supervision for a center that serves TCU students and all members of the alumni. This includes leading innovative changes that are responsive to student career development needs and evolving market trends.  **Duties and Essential Job Functions:**   1. Provides an expert voice to the university regarding career trends and cutting edge preparation for the changing workforce. 2. Provides strategy for the organization of the career center for the future, and management responsibility for the hiring, training, supervision, and evaluation of staff members. 3. Provides vision and organizational responsibility for the data-informed program planning and evaluation of career services offered centrally and in each college, and school. 4. Establishes an intentional, developmental four-year plan for student career preparation, beginning with integration into the First Year Experience and Introduction to University Life initiatives. 5. Collaborates with others across campus and in the community to create a dynamic approach to preparing TCU graduates for a diverse workforce. 6. Develops programs for diverse student populations (including underrepresented, first generation, economically disadvantaged, Veterans, LGBTQ students, students of color, students with disabilities and special needs, and other student populations) 7. Provides administrative responsibility for budget preparation, management and execution, administrative oversight, compliance and strategic planning for the department. 8. Leads innovative changes that respond to student career development needs and evolving market trends. 9. Implements effective data collection, analysis and reporting systems that demonstrate career-related outcomes and informs strategic resources allocation and direction. 10. Maintains relationships with a robust number of established employers and implements outreach efforts to new employers to develop internship and employment opportunities for students and alumni. 11. Collaborates with the University Advancement Director of Corporate Relations to identify undeveloped opportunities and creates plans for expanding employment opportunities through these relationships. 12. Presents to prospective students, parents and alumni on the opportunities to engage in career and professional development services. 13. Manages the hiring, training, supervision, and evaluation of full-time professionals working as career advisors, internship and employer developers, and support staff. 14. Partners with academic administrators, academic departments, student affairs professionals, administration, and other campus stakeholders on changing needs in the workplace. 15. Performs other related duties as assigned.   **Required Education and Experience:**   * Master's Degree in relevant or related field. * Progressive experience in career and professional development and at least five years of experience in leadership, management, and administration at a high-level position, including program creation and implementation, program evaluation and staff supervision.   **Preferred Education and Experience:**   * Doctoral Degree.   **Required Licensure/Certification/Specialized Training:**   * Valid Texas Driver's License. * Must be insurable under the university motor vehicle requirements.   **Preferred Licensure/Certification/Specialized Training:**   * None   **Knowledge, Skills & Abilities:**   * Skill in Microsoft Office Suite and Zoom or other virtual meeting software. * Ability to embrace a visionary leadership role for career and professional development at TCU * Ability to supervise a student-centered, fast-paced, 24/7, multidimensional organization. * Ability to lead a large team serving internal and external constituencies. * Ability to effectively communicate and collaborate with all stakeholders (e.g. staff, external partners, university leadership, alumni, students and parents). * Ability to assess program effectiveness, recommend changes and lead others through strategic change. * Ability to train and lead staff, plan and execute events and programs, and report program effectiveness. * Ability to engage employers and donors, to facilitate buy-in and fiscal support of The Center. * Ability to demonstrate comprehensive and contemporary knowledge of career and professional development trends, promising practices, employment trends and emerging markets. * Ability to commit to building and maintaining an inclusive workplace consistent with TCU's values * Ability to develop effective relationships, mentor and develop staff, expand effectiveness of the Center, and build and maintain the trust of key stakeholders.   **Physical Requirements (With or Without Accommodations):**   * Visual acuity to read information from computer screens, forms and other printed materials and information. * Able to speak (enunciate) clearly in conversation and general communication. * Hearing ability for verbal communication/conversation/responses via telephone, telephone systems, and face-to-face interactions. * Manual dexterity for typing, writing, standing and reaching, flexibility, body movement for bending, crouching, walking, kneeling and prolonged sitting. * Lifting and moving objects and equipment up to 10 lbs.   **Work Environment:**   * Work is indoors and sedentary and is subject to schedule changes and/or variable work hours. * There are no harmful environmental conditions present for this job. * The noise level in this work environment is usually moderate. * Able to travel using all modes of transportation, in some cases within a short timeframe.   As an AA/EEO employer, TCU recruits, hires, and promotes qualified persons in all job classifications without regard to age, race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, genetic information, covered veteran status, or any other basis protected by law.  <https://tcu.igreentree.com/CSS_External/CSSPage_Welcome.asp>    Apply Here: <https://tcu.igreentree.com/CSS_External/CSSPage_Welcome.asp>  PI107158765 |