

Position Announcement

Texas State University San Marcos, Texas Director, Career Services

With a student population of over 38,000, Texas State University is an Emerging Research and Hispanic-Serving University located in the burgeoning Austin-San Antonio corridor. Founded in 1899 and currently the 16th largest public institution in the United States in terms of undergraduate enrollment, Texas State enrolls students from all 50 states, the District of Columbia, and 66 countries. Students choose from 98 undergraduate, 90 master's, and 12 doctoral programs offered by ten colleges (Applied Arts, the Emmett and Miriam McCoy College of Business Administration, Education, Fine Arts and Communication, Health Professions, Honors, Liberal Arts, Science and Engineering, the Graduate College, and the University College). With a diverse campus community, including just over 50 percent of the student body from ethnic minorities, Texas State is one of the top 14 producers of Hispanic baccalaureate graduates in the nation. Ideally situated on almost 600 acres across two campuses (San Marcos and Round Rock), Texas State is in the midst of the largest construction program in its history, experiencing an exciting period of growth with approximately \$659 million in new construction, renovation, and expansion. The main campus in San Marcos boasts 209 buildings, including 24 campus residence halls and apartments.

Ranked as one of the fastest growing small cities in the U.S. in three of the past five years by the U.S. Census Bureau and listed in *Forbes* 2018 Best Places to Retire, San Marcos combines small-town charm with big-time energy. Located along the crystal-clear San Marcos River roughly halfway between Austin and San Antonio and on the edge of the famous Texas Hill Country, San Marcos offers its 60,000+ residents the best of everything. With the area being widely known for hiking trails, spectacular views, fields of wildflowers, world-class gourmet dining, and a rich cultural history, it is no wonder the Texas State students call it "San Marvelous!"

The Position

Reporting to the Vice President for Student Affairs and serving as a member of the Student Affairs Council, the Director, Career Services is responsible for providing visionary and transformational leadership and administrative direction to the Career Services Office. Specifically, the director will lead efforts to collaborate with academic units to develop career awareness and career counseling activities as a component of student retention and success programs; foster relationships with a variety of internal and external stakeholders, e.g. alumni relations, employers, and community members; support lifelong career management for students and alumni; build student self-awareness and self-advocacy; and manage the student employment process and other experiential learning opportunities, both on-campus and off-campus. The director will maintain and grow the existing hybrid model (a strong Central Office with College-level career programs) that encourages strong collaboration. In addition, the director must develop partnerships with recruiters from domestic and global organizations, government, and non-profit agencies. Working with a talented staff of 20 full-time employees, the director manages a department budget of over \$2 million and will lead efforts to enhance the operating budget.

Qualifications

Minimum qualifications include a bachelor's degree in business, college student affairs, or related field in higher education and a minimum of five years of work experience in career services or a related field. The successful candidate will have a comprehensive understanding of the critical emerging issues facing higher education and current best practices in career and professional development, experiential

education, and overall student affairs administration in addition to knowledge of career development theories and a deep understanding of the issues surrounding integration of academic and career preparation. Further, candidates must have demonstrated experience with the supervision of professional and support staff; the management of fiscal budget development and oversight, strategic planning, and program development; and strong relationship development and an ability to build strategic partnerships with internal and external constituencies. The next director will have exceptional speaking and writing skills, the ability to communicate to a variety of constituents, and knowledge of Microsoft Office Suite, Handshake, and other career management applications and software. Progressive administrative and leadership advancement; bi-lingual (Spanish) skills; a high degree of cultural competency and sensitivity to relate to individuals of varied backgrounds; high energy and a drive that will engage and inspire others; involvement in professional association(s); and a collaborative mindset are all preferred qualifications.

Application and Nomination

Review of applications will begin March 19, 2019, and will continue until the position is filled. A resume with an accompanying cover letter may be submitted via the Spelman Johnson website at www.spelmanandjohnson.com/open-positions. Nominations for this position may be emailed to Heather J. Larabee at hjl@spelmanjohnson.com. Applicants needing reasonable accommodation to participate in the application process should contact Spelman Johnson at 413-529-2895.

Visit the Texas State University website at www.txstate.edu

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 Equal Opportunity Employer.