Assistant Director Career Center – Employer Services

The University of Mississippi Career Center seeks qualified applicants for the Assistant Director of Employer Services. Essential duties include coordination of the Job Location and Development program; coordination and implementation of career fairs for general and targeted student populations; management of the Peer Career Educator program; instruction of Career and Life planning course; identification of prospective employer sponsors; and execution of site visits to corporate liaisons. Reports to the Associate Director for Employer Services.

The successful candidate must have a master’s degree and two (2) years of experience in a related field. Strong oral, written, an interpersonal communications skills are required. Experience in planning small and large events is necessary. Candidates must possess the ability to prioritize, coordinate and implement multiple projects maintaining tight deadlines. Demonstrated knowledge of computer technology to prepare reports, correspondence and to create and maintain databases is necessary. Knowledge of career services database management and recruiting software is helpful. Candidates must demonstrate the ability to work effectively with a diverse population and within a dynamic team environment. Must be willing to work flexible hours during peak times of the fall and spring semesters.

For a detailed position description and application prodedures, visit <https://careers.olemiss.edu>.

The University of Mississippi is an EEO/AA/TitleIX/Section504/ADA/ADEA/Employer.