

Associate Director, Career Services

**Position Summary:**

The Associate Director, Career Services reports to the Director of Career Services and leads the career education team as well as student outreach and engagement. This includes developing and implementing innovative career and professional development programs that are integrated into the student experience.

Required Qualifications:

* Master’s degree in Counseling, Higher Education, Student Personnel, or a related field and 5 or more years of relevant progressive experience in university Career Services.

Additional Skills:

* Innovative, creative strategic thinker capable of developing programs and services aligning career development with curricular and co-curricular activities.
* Student focused, data driven, goal and achievement oriented.
* Highly skilled in staff supervision, career counseling, program assessment, data collection, analysis and report writing.
* Demonstrated technical expertise (implementation and utilization), proficient with social media and the use of career management systems.
* Superb interpersonal skills with ability to establish collaborative working relationships across disciplines and divisions.
* Excellent communication, presentation and organizational skills.
* Self-motivated professional with the ability to make high-level decisions and solve problems with creativity and diplomacy.
* Proven ability to make sound judgement while working with various personalities, relationships, and circumstances.
* Ability to manage multiple priorities and resources simultaneously.
* High ethical standards and demonstrated ability to work with diverse populations.
* Experience in team and consensus building; Strong commitment to student success.

The University provides a very generous package of benefits including 2 days per month annual leave, 1 day per month sick leave, paid holidays (including a winter holiday), group insurance, retirement plans, and educational assistance for employee, spouse, and dependent children. For a comprehensive view of this position and how to apply, please visit our website at https://workforum.memphis.edu/postings/19432.