

Position Announcement

University of Oregon Executive Director, University Career Center

Nestled in the lush Willamette Valley, within an easy drive to both the Pacific Ocean and the Cascade Mountains, the University of Oregon (UO) is renowned for its research prowess and commitment to teaching. Founded in 1876, the UO currently enrolls over 22,980 students from all fifty states and more than 100 countries. Comprised of nine schools and colleges, the University of Oregon is one of just two institutions in the Pacific Northwest selected for membership in the prestigious Association of American Universities and leads the nation in finding creative solutions to environmental challenges.

Reporting to the Division of Student Life, the University Career Center helps students as they prepare for the world of work and success upon graduation. Through career education and preparation, as well as networking, community building, and connecting students to experiential and employment opportunities, the University Career Center serves as catalyst and incubator that helps transform aspirations into reality.

The Executive Director provides strategic, data-informed leadership of the UO's career ecosystem, collaboratively partnering with the campuses' career and advising professionals to provide students with the guidance, resources, and opportunities needed to launch their professional lives. Providing comprehensive programs, services, and outreach to both students and employers/internship sponsors while deliberately increasing First Destination outcomes is an essential responsibility of the Executive Director. As a key student-success unit, the University Career Center supports the mission of the University serving students across all nine schools and colleges. The Executive Director actively partners with the College of Arts and Sciences and the Division of Undergraduate Studies to blend academic and career center advising, services, programs, and spaces to improve student success and increase appreciation of the real-world application of competencies derived from the study and infusion of arts and sciences across all disciplines. As the UO expert on career development, labor trends, and related career services, the Executive Director will communicate post-collegiate outcomes, share best practices, promote cross-departmental and divisional data sharing, facilitate cross-training of college and career advisors, advance the use of technology, and foster creative strategies and solutions that address evolving needs and expectations of both student and employers. Devising intentional strategies that engage and support career readiness among diverse student populations—including underrepresented, under-resourced, international, non-traditional, and veteran students—is an important priority for the Executive Director and their team. Working within and beyond a newly designed and constructed \$39 million facility, Tykeson Hall, the Executive Director will lead a team of 20 administrative, classified, and graduate employees, and is responsible for administering an annual budget of \$1.5 million from state general funds, income, grants, and gifts. The Executive Director will report to the Vice President for Student Life and will continuously cultivate and manage a broad spectrum of internal and external working relationships including with faculty; academic and student life administrators; admissions and enrollment management, advancement, alumni relations, and institutional research colleagues; UO alumni; governmental leaders; and employers.

An advanced degree in student affairs, higher education administration, counseling, business, or related discipline and at least ten years of progressive professional experience in career services, student affairs, corporate recruitment, business, or development are required. The successful candidate will also possess: demonstrated understanding of current issues, best practices, and emerging trends in higher education career services, outcomes assessment, employment trends, and job markets; at least five years of

professional experience in personnel management, including supervision of full-time staff, organizational and employee development, and performance management; five or more years of professional budget management experience, including oversight of budget development, revenue generation, and resource allocation; and a strong belief in a liberal arts education coupled with the ability to communicate the value of a liberal arts-based skill set and its relationship to career readiness and success. Additional professional competencies that will be considered in the selection of the Executive Director include: ability to work effectively with persons from culturally diverse backgrounds and to foster inclusive excellence in all facets of one's work; strong organizational skills, including strategic planning and change management facility; ability to create a vision and gain buy in from key stakeholders; demonstrated leadership and decision-making capability; excellent ability to build collaborative and cooperative partnerships across many, varied constituents and stakeholders including students, family members, faculty, staff, employers, alumni, and donors; a clear passion for enhancing the student experience and advancing student learning; superior written, verbal, and interpersonal communication skills; and demonstrated knowledge and facility in applying current and emerging technology to enhance career center operations and services.

Review of applications will begin February 25, 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. Nominations for this position may be emailed to Valerie Szymkowicz at vbs@spelmanjohnson.com. Applicants needing reasonable accommodation to participate in the application process should contact Spelman Johnson at 413-529-2895.

Visit the University of Oregon website at www.uoregon.edu.

The University of Oregon affirms and actively promotes the right of all individuals to equal opportunity in education and employment without regard to any protected basis, including race, color, sex, national origin, age, religion, marital status, disability, veteran status, sexual orientation, gender identity and gender expression, or any other consideration not directly and substantively related to effective performance.