

**Texas Woman's University is currently accepting applications for a Director of Career Services position. Further details regarding the position are listed below.**

**DIRECTOR, CAREER SERVICES: (Salary Competitive) Job Code: 14NV377**

**Education:** Master's degree required in Higher Education, Counseling, Business Administration, Marketing, or an appropriate or related field.

**Experience:** Five years of progressively responsible experience in career services, college relations and marketing, or business experience, preferably in the field of placement.

**Duties:** The Director, Career Services provides leadership and strategic direction to the Career Services Department by designing, delivering and directing services offered to students and alumni. The director is responsible for all budgetary and operational management of the Department and for developing and overseeing programs, activities and services that will assist students with identifying career goals, acquiring relevant experience, and transitioning successfully to graduate education and/or professional employment. The director provides vision and leadership by implementing emerging trends within the career services field, engaging students in career planning early in their tenure at the University, providing opportunities for students to gain relevant professional experiences and advice, facilitating meaningful connections with academic departments and alumni, and cultivating strong employer partnerships. Work is performed under minimal supervision and performance is based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures. Texas Woman's University is an Equal Opportunity Employer – Disabled, Veterans and Other Protected Groups.

**Date Closed:** Open until filled.

**APPLICATION PROCESS:**

- Résumés will only be accepted. Your résumé must include the job title and job code number in the e-mail heading or subject line. Résumés that do not include the job title and job code number will not be considered. You may add a cover letter but it is not required. Please submit your résumé in the preference order below:
  1. **E-mail to: [staffjobs@twu.edu](mailto:staffjobs@twu.edu) (E-mail Header or Subject line must include job title and job code number)**
  2. **If you do not have email access, please mail to TWU Employment, P. O. Box 425739, Denton, TX 76204-5739 (First line of résumé must include job title and job code number).**