

Director of Career Services Regis University

Job Summary: This position will direct the activities of the Career Services department at Regis University. The Director of Career Services will be responsible for advancing and complementing the broad educational goals and mission of the University by developing services, programs, and products that are designed to teach students and alumni the continuous process of career and life development. The Director will also provide leadership related to career development services for students in Regis College, the School of Professional Studies (undergraduate and graduate; land-based, distance, and online), the Rueckert Hartman School for Health Care Professions, and alumni.

Major Duties and Responsibilities:

Policy Making and Interpretation

The Director of Career Services will provide general guidance for the development, implementation and evaluation of policies for Career Services relating to the major components of its mission; assist students and alumni in identifying and utilizing their unique personalities, skills, values, and interests and exploring options that best match their career and life plans; and educate and coach students and alumni in job search strategies and self-marking techniques. This person will foster a strong liaison role with the University community to facilitate the ongoing integration of academics and career development; forge relationships with employers in the nonprofit, education, government, and business communities to develop and promote employment opportunities for students and alumni; and collect and analyze statistics relating to all aspects of Career Services. The Director will ensure that policies are consistent with the University and department mission as well as EEO and Affirmative Action Guidelines. This person will also develop goals to meet the short and long range needs for Career Services.

Career Services Direction and Development

The Director will provide leadership for the development and implementation of programs that sensitize and educate students, parents, alumni, staff, faculty and administrators to career development issues; design and deliver programs and workshops regarding career development, career transition, job search strategies and labor market trends, etc. to students, alumni and faculty/staff; and provide oversight for technology and web content.

Staff Supervision

The Director will provide oversight, direction, consultation, and support to a staff of

eight; schedule, plan and conduct regular staff meetings to inform staff of issues and events outside of department and to discuss internal issues and plans; provide informal performance evaluations with staff to develop individual professional goals; and recruit, select and provide for training of staff with direct reporting relationships.

Budget

This position will monitor spending allocations from general budget and Career Services' income and develop budget requests to help meet short and long-term goals of Career Services.

University Leadership and Collaboration

The Director will develop effective relationships with university departments; integrate career development programming with other initiatives on campus to support students' personal, academic, and professional goals; participate as appropriate in university-wide committees and functions; and assist faculty and staff by developing materials and services that suggest possible connections between field of study and career options. This person will also devise initiatives that draw from the expertise of university alumni; provide students, alumni and other departments with information on lab market trends and statistical information; collaborate with other university departments to provide service and referrals as appropriate; and work collaboratively with other directors in Student Life.

Continuous professional development

The Director will encourage and support participation of staff in appropriate professional development offerings; represent the University through active involvement and leadership in regional and national associations; establish and maintain effective network/relationships with business, industry, government, educational and community leaders, as well as other academic institutions; and ensure continuous service enhancements based on study, local/regional /national benchmarking and training. This position will also perform related duties as necessary to support the Regis mission.

Minimum Qualifications: A Master's Degree in Career Counseling, Counseling, or a combination of a Master's in a related field with a certificate in Career Counseling is required. Candidates must have 5+ years experience, preferably in a university setting, with some direct career services experience. Successful candidates will have previous supervision experience; program management experience; and commitment to the vision, mission and values of Jesuit beliefs, education and Regis University, in particular.

Preferred Qualifications: Budgetary experience and experience at the Assistant Director level or higher are preferred.