

Executive Director, Career Services

Seattle University provides unparalleled opportunities for intellectual, personal and career growth by offering a wide range of liberal arts, professional and graduate programs inspired by our Jesuit Catholic tradition and the rich resources of a dynamic, global city.

Seattle University seeks an Executive Director for the Career Services Center. As part of a dynamic division of Student Development, the department of Career Services works in collaboration with faculty and administrators committed to the mission of educating students to become empowered leaders for a just and humane world. Reporting to the Dean of Students, the Executive Director must be innovative and possess a working knowledge of current best practices in university career services. The Executive Director works collaboratively with key constituencies including students, academic departments, employers, trustees, graduate schools, and alumni towards supporting a comprehensive career development program and excellent job placement activities for Seattle University students and alumni.

An ideal candidate will possess a Master's degree or equivalent and a minimum of 5 years experience in career development or a related field required OR an equivalent combination of education and experience sufficient to perform the essential functions of the job. Qualifications for this position include: A demonstrated commitment to diversity and social justice in keeping with the University's mission, vision and values. Effective oral and written communication skills, interpersonal and team-building skills, and an understanding of and appreciation for student development and services in a Jesuit institution of higher education.

For a full job description, benefits information, and to apply, please visit the Seattle University jobs website at <https://jobs.seattleu.edu>. Candidates should attach a cover letter expressing interest and a complete resume. Persons who require assistance with the recruitment process may contact the Office of Human Resources at: 206-296-5870.

Seattle University, founded in 1891, is one of 28 Jesuit Catholic universities in the U.S. Centrally located on Seattle's Capitol Hill, the university has more than 6800 students enrolled in undergraduate and graduate programs within eight schools. U.S. News and World Report's "Best Colleges 2005" ranks Seattle University among the top 10 schools in the West offering a full range of masters and undergraduate programs.

SEATTLE UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER
