



JOB TITLE: Director of Career Services & External Workforce Development Partnerships
DEPARTMENT: Academics
SUPERVISOR: Associate Vice President, Student Success
FLSA STATUS: Exempt

MAJOR PURPOSE:

The Director of Career Planning & External Workforce Development Partnerships will manage all aspects of Career Development/Planning/Internship placement and will build effective relationships with local and regional corporations, nonprofit and government organizations and community partners to identify work and internship opportunities for students/alumni, as well as link Jessup certificates and majors to employer needs. This highly visible leader actively develops and increases the number of employers who recruit or employ Jessup students, interns and graduates.

The position is based on-campus with remote opportunities and requires the ability to travel locally on a regular basis and occasionally includes evening and weekend responsibilities.

The pay range for this position is generally: \$66,000-\$70,000. Individual pay is generally determined by a number of factors including job-related skills, experience, relevant education or training and location.

ESSENTIAL FUNCTIONS:

- Build and maintain relationships with local and regional corporations and organizations; develop and maintain systems used to identify internship/employment opportunities for students/alumni, as well as connect and train Enrollment staff for supporting workforce needs to Jessup certificate and degree programs.
- Coordinate, implement and manage the Career Services Program including management, training and development of Career Services student staff and designated Student Success staff.
- Provide Career Counseling services.
- Assist Jessup students and graduates in identifying employment opportunities in their field of study.
- Maintain the database of work-based learning opportunities for Jessup students.
- Maintain departmental compliance with government and accreditation regulations; manage record keeping of employment and graduate school placements.
- Work collaboratively with the Student Success team for academic and career decision-making to improve student success.
- Support and resource faculty in the development of certificate/degree programs that align with industry needs.
- Work with faculty to develop and strengthen internship programs, and identify key employer partnerships for program development and work-based opportunities.
- Stay current with the national trends on internships/cooperative education, labor market and provide regular updates to faculty and administration.
- Cultivate and sustain relationships with businesses that historically have had little or no interaction with the University. Actively develop and increase the number of employers who recruit or employ students, interns, and graduates.
- Represent Jessup on local and statewide boards and organizations focused on workforce development; serve as a Jessup representative as part of a collaborative government relations effort relative to workforce/economic development.
- Administer annual First-Destination Survey.
- Coordinate, develop, and teach for-credit coursework to support career preparation.

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:

- Master's degree in related field; or Bachelor's degree in a related field
- Valid driver's license and car insurance and ability to successfully pass driving record review by University insurance carriers or ability to provide alternative transportation

REQUIRED KNOWLEDGE/EXPERIENCE:

- Minimum of 5 years of career services or workforce development experience
- Must have knowledge of and experience with emerging occupations and current labor market trends.
- Must possess the ability to administer and interpret career-related assessments.
- Must possess knowledge and experience with career development theory
- Proficiency in Microsoft Office, Google Apps and the Internet required.

SKILLS/ABILITIES:

- Supportive and passionate about Christian-related higher education
- Ability to develop and leverage effective relationships with a diverse community of faculty, community representatives, students and staff.
- Must be creative and flexible in developing linkages/networks between students/faculty/employer partners.
- Excellent written, presentation and interpersonal communication skills.
- Must possess a passion for development of college students and the creation of a faith, citizenship and service-oriented culture
- Ability to maintain confidential information in a professional manner and be sensitive to the needs of diverse populations.
- Ability to function as part of a creative, collaborative and high energy team.
- Proven track record of project completions, multi-tasking, and the ability to handle a high pressure environment with significant timeline pressures.
- History of developing constructive and cooperative working relationships with others and maintaining them over time.

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of William Jessup University as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

WORKING CONDITIONS:

The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors; adjustable workstation with ergonomic keyboard is provided. Work-related travel/driving required up to 50%.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

Employee Signature Date