



**DATE ISSUED:** 06/18  
**FLSA:** Exempt  
**PTO:** VCS

## ***JOB DESCRIPTION***

### ***TITLE***

Director, Career Connections Center

### ***JOB SUMMARY***

The Director, Career Connections Center provides leadership and strategic direction to the Career Connections Center 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.

### ***ORGANIZATIONAL RELATIONSHIPS***

*Reports to:* Associate Vice President for Student Engagement

*Supervises:* Professional and Classified Staff

### ***ESSENTIAL DUTIES - May include, but not limited to the following:***

- Leads and provides vision and strategic direction, planning and goals for the department in ways that complement and support the mission and goals of the University.
- Provides leadership and supervision to Professional and Classified Staff, including hiring, staff development and conducting staff performance evaluations.
- Provides administrative guidance to the career planning and placement programs and activities.

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- Maintains fiscal policies, budgets, and controls to ensure the department operates within University financial guidelines.
- Sets priorities for resource utilization.
- Facilitates staff meetings to coordinate, plan, and monitor staff functions, and to enhance departmental communication.
- Builds and maintains collaborative relationships and effective communication with academic departments, employers, students and alumni.
- Prepares/presents seminars on career planning, resume writing, job search skills, and interviewing techniques.
- Monitors and reports labor market trends, recruitment issues and economic forecasting that affect the Career Connections Center and impact future hiring needs of regional and national employers.
- Oversees research and benchmarking to identify best practices and developing and presenting career related topics to various audiences.
- Supports outreach efforts to prospective employers and build on-going relationships to foster employment opportunities with a wide variety of organizations.
- Provides appropriate personality and career assessments and information on career trends, and other preparation for the world of work.
- Designs and conducts innovative career development and job search workshops within the career center, residence halls, classrooms, and student groups to meet the needs of a diverse student body.
- Oversees the content and upkeep of the Career Connections Center webpage.
- Oversees technology applications within the department, including web-based products and services, employer and student online services, LinkedIn, Facebook, Twitter, and other mediums to connect students to alumni and job seekers to employers.
- Responsible for establishing job performance standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ADDITIONAL DUTIES***

Performs other duties as requested.

### ***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 service, college relations and marketing, or business experience, preferably in the field of placement.

**REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

**KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

- Ability to plan, direct, and evaluate a complex operation, using human resources, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints
- Ability to utilize career assessment inventories, career counseling techniques, career development theory and online job search strategies.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to communicate effectively -orally, by phone, in person, and in writing.
- Ability to use a personal computer and other office equipment, including university related software and email.

**PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

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**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***