



SHORTER COLLEGE JOB POSTING

Company: Shorter College

Job Title: Director of Career Services

Department: Academic Affairs

Status: Non-Exempt

Start Date: Upon completion of Drug Test and Background Checks

Location: North Little Rock, AR

Salary Expectations: Commensurate with Experience and Education

Work Schedule: 40 hours a week

SUMMARY, ESSENTIAL DUTIES AND RESPONSIBILITIES:

Direct and manage the college's career services as it assists all student, alumni, faculty, and employer clients in the development of career education, career identification and search, and pursuit of employment opportunities commensurate with formal academic pursuits. Continually expand the client/user base and scope of services to ensure provision of the widest array of services possible to the broadest mix of academic and corporate clients.

- Serves as the primary liaison between the college, its students and alumni, and potential employers on a local, state and national level.
- Responsible for fiscal planning and management for career services, including all operations and staffing matters.
- Serves as adviser and interfaces with representatives of industrial, governmental, and educational employers to assist in the most effective use of career services' efforts. Also supports the marketing of other university college and departmental efforts.
- Develops new contacts with external organizations for the purpose of expanding employment opportunities and internships for students and alumni.
- Reviews and supervises the on-campus recruitment and interviewing processes as well as resume referral and job-listing services for current students as well as alumni.
- Closely coordinates communication with deans, program chairs, and other faculty to ensure that the career services department is meeting the needs and desires of the academic colleges and departments, within the limitations imposed by the size of the staff and financial support provided by the college.
- Provides career advising expertise to students and alumni regarding the job-search process, interviewing, resume, and letter writing, and all other facets of career planning. Conducts workshops, seminars, and other presentations to student, faculty, employer, and alumni groups.

EDUCATION and/or EXPERIENCE: Minimum of a Bachelor's degree in a discipline directly related to staffing, employment, career development and planning, or other human resources concern. Previous experience in an academic environment; student counseling; community networking and engagement expertise.

LANGUAGE SKILLS: Ability to communicate orally and in writing.

REASONING ABILITY: Ability to organize and prioritize assignments.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Driver's License

PHYSICAL DEMANDS: Not Applicable

WORK ENVIRONMENT: Office environment on a college campus. Flexible/Adaptable to constant change. Must be able to work a flexible schedule to include evenings and /or occasional weekends.

REQUIRED TESTING: Alcohol and Drug Test; Background Check

HOW TO APPLY: Applicants may submit a resume and cover letter to humanresources@shortercollege.edu or Mail to: 604 Locust Street, North Little Rock AR, 72214