



AURORA UNIVERSITY

JOB DESCRIPTION

Title: Director of Career Services
Department: Student Life
Reports To: Asst Vice President for Student Life

Date Prepared: 09/11/2013
FLSA: Full-time
Campus: Aurora

Position Purpose:

The Director of Career Services supports learning through a comprehensive career services program encompassing the following areas: employer development, career counseling, job search assistance (resume writing, cover letter writing, interviewing skills, identifying job leads, using the internet and social media, etc.), graduate school counseling and information, internship assistance, and other areas related to career success. These services are provided to current students and alumni. This person will also collaborate with admissions, academic units, and alumni services to promote the career development of our students. The Director of Career Services is a pivotal and highly visible individual, working closely and collaboratively with faculty, staff, alumni, and parents to expand possibilities for student learning, leadership, and employment.

Core Competencies:

1. Represents Aurora University in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our service, learns and uses operating practices of the department and Aurora University.
2. Upholds the Mission Statement: *Aurora University an inclusive community dedicated to the transformative power of learning.*
3. Handles all information with tact and discretion and recognizes the confidential nature of university business.
4. Supports learning through performance of essential job functions and performing other duties and functions as necessary or as assigned.

Essential Job Functions:

1. Direct a comprehensive career development program for students and alumni with the goal of helping students secure professional jobs upon graduation.
2. Establish strategic goals for the Career Services Office, including long-range planning and assessment.

3. Initiate and maintain recruiting relationships with employers for job and internships opportunities, in collaboration with department faculty.
4. Manage and provide professional development for Career Services staff including but not limited to Career Success Counselor and Student Employment Coordinator.
5. Oversee on-campus student employment and support the overall developmental nature of this program
6. Collaborate with faculty and administrators to infuse curriculum with job training experiences.
7. Identify opportunities to partner with L.E.A.D., Counseling Center and the Wackerlin Center for Faith and Action.
8. Teach students and alumni to develop a comprehensive job search and related professional job documents (e.g. resumes, cover letters, thank you notes).
9. Administer and interpret career-related assessments.
10. Manage annual departmental budget.
11. Teach IDS4810: From Backpack to Briefcase.
12. Develop and update office publications, including web page materials and other online resources.
13. Maintain consortium relationships (i.e. ISCPA) to promote placement opportunities.
14. Respond to outreach requests from the campus community.
15. Other duties as assigned.

Essential Job Requirements:

- Education:** Master's degree required.
- Experience:** Minimum of three years experience in Career Development in a higher education environment or relatively similar environment required.
- Skills:** Strong commitment to student development and sensitivity to diverse populations. Ability to motivate and assist students in developing long-term goals and coordinate this effort with faculty, staff, alumni and recruiters. Exceptional organizational, planning, supervisory and interpersonal skills. Competitive candidates will be familiar with vocational assessment instruments, career counseling techniques, career development theory, and online job search strategies.
- Physical Requirements:** Sitting, standing, moving about campus, computer use, ability to make off-site visits for employer relations function.

Note: This job description is meant to describe the general nature and level of work performed, it is not an exhaustive list of all responsibilities, duties and skills required for

the position. Employees are expected to follow any other job-related duties requested by their supervisor or other university official in compliance with Federal and State laws.

Requirements listed indicate the minimum levels of skills, knowledge and abilities for the job, with preferred levels indicated. Job requirements may be subject to modification in order to reasonably accommodate individuals with disabilities. Requests for accommodations must be discussed with Human Resources.

All employment with the university is “at will,” this job description does not act as a contract of employment.

Manager / Human Resources Review:

Supervisor: _____ **Date:** _____

Vice President: _____ **Date:** _____

Human Resources: _____ **Date:** _____

Employee Review:

I have read the above, and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities, and understand that the performance of other duties will be required from time to time in order to meet the university's needs. I have been given a copy of this description.

Incumbent's Signature: _____ **Date:** _____