

Position Vacancy Announcement

ASSISTANT DIRECTOR Career Center – Student Affairs

Bowling Green State University

Position Summary

Directly involved in executing the goals and objectives of the Career Center. Conducts career counseling appointments individually and in groups with students to provide career decision-making, career planning, and job search assistance as well as preparation for post-graduate careers and graduate and professional schools. Creates and leads and/or facilitates career search workshops and specialized programs for students using a variety of delivery methods. Serves as department liaison to one or more of the University's undergraduate colleges; develops and maintains partnerships with associated employers; collaborates with faculty to provide career-focused programming; and aids in the development of co-ops, internships, and full-time employment opportunities for BGSU students. Responsible for curriculum development, program planning, recruitment, instruction, and evaluation of the Multicultural Career Institute or similar diversity-focused programming. Solicits external funds for publications and sponsorships for career programs. Writes content for Career Center print and electronic publications. Builds cooperative relationships with faculty and student organizations. Assists with overall planning and management of departmental programs and services. Oversees a job or career fair or similar recruiting event annually; may teach one or more sections of a for-credit Career Center course such as Career and Life Planning, Career Implementation, or Strategies for Effective Work Performance.

Essential Duties, Tasks and Responsibilities

Using an educational approach, provides career guidance and coaching directly to students:

- Provides daily individual and/or group consulting services for students concerning vocational choice, job search strategies, mock interviews, interviewing techniques, and resume/cover letter writing.
- Meets individually with students in one-hour appointments to determine the appropriate career interventions.
- Guides students through career exploration, occupational research, and self-assessment activities.
- Conducts Myers-Briggs Type Indicator, Strong Interest Inventory, FOCUS, and Self-Directed Search assessment interpretation for students.
- Designs and coordinates professional development seminars and other career search workshops.
- Refers students to Counseling Center, Disability Services, academic advisors, or other services deemed necessary.

Designs and delivers innovative and effective career development, career exploration programming, job search, and professional preparation workshops and programs for undergraduate and graduate students, faculty, advisors, parents, and employers on a variety of general and career/major-specific topics such as identification of values, skills, and interests; resume/vita/cover letter writing; interviewing; professionalism and transitioning into a profession; job searching – locally, regionally, and long-distance; importance of diversity in the workplace and cultural competence; working outside the United States; international student eligibility to work in the U.S.; and the graduate school application process.

- Conducts career decision workshops for students who are deciding or unclear about their career/major choices.
- Explains department services and policies to students, faculty, and employers including on-campus interviewing program and the Career Center's electronic resume referral and job posting system.
- Creates and coordinates publicity via newspaper, radio, television, written articles and other media as appropriate for the program.

- Accountable for project management of major career fairs and interview days and similar events including program planning and administration, publicity, student and employer recruitment, logistics, budget management, learning assessments, and program evaluations.
- Teaches a section of a Career Center course.

Serves as Career Center liaison to one or more colleges and consults with employers to promote the hiring of BGSU students:

- Establishes and supports relationships between college faculty and staff and the Career Center.
- Meets with deans, advisers, and other college staffs to promote Career Center activities and programs and to develop specialized programming to address the specific needs of students within the college.
- Attends college meetings, participates on planning committees, and consults with college personnel to identify opportunities for collaboration and programming.
- Establishes and maintains relationships with hiring managers/recruiters to stay abreast of current and future needs for co-ops, interns, and new graduates.
- Seeks out suitable employment opportunities for co-op and internship experiences as well as post-degree employment.
- Promotes organizations, operations, benefits, and opportunities to faculty and student organizations.
- Participates in career days and job fairs; schedules interactions with students, faculty, and staff; and campus recruiters.
- Monitors status of job fair interview schedules, arranges employer presentations and faculty meetings, and hosts organizational visits to campus.
- Initiates candidate referrals to employers listing position vacancies as requested.
- Responds to inquiries regarding market trends.
- Promotes the selling of advertisements that fund instructional publications.

Performs other daily administrative responsibilities and/or manages special projects as requested by the director and/or associate director including but not limited to the following:

- Produces, writes and edits articles for recruiting publications; writes content for brochures and forms; and develops procedural manuals/guides for specialized content areas.
- Aids in the development of assessments to guide practice and evaluate department effectiveness.
- Supports Career Center activities and programs through active participation, assisting with events, and promoting services and programs to students, faculty, staff, and employers.
- Supervises (and evaluates) graduate assistants as assigned.
- Chairs or participates on committees; makes recommendations for policy and procedures; conducts specialized research; develops presentations, publications and web content; and plans programs.
- Serves on Career Center project teams.
- Organizes outreach activities for the department.
- Chairs department search committees.
- Participates in ongoing professional development activities; reads professional journals/articles and incorporates new learning in practice.

Represents the Career Center in college, division, and campus-wide meetings as approved by the director/associate director.

- Participates on Division/University committees, and state, regional and national associations.
- Gives presentations at regional and national conferences as deemed appropriate.
- Participates in Career Center, Division of Student Affairs, and University events such as Presidents' Day, Preview Days, commencement, Orientation, and University recruiting events.

This list of essential duties, tasks and responsibilities is not all-inclusive; individual will perform other related duties as assigned.

Knowledge, Skills or Abilities

The specific areas in which the candidate must have experience and competence are: a) vocational advising of college students individually and in groups; b) training/teaching; c) workshop development/design and facilitation; d) research, evaluation, and assessment; e) vocational assessments including qualification/certification in Myers-Briggs Type Indicator and Strong Interest Inventory (see 2 above) and additional study in the Self-Directed Search and CAGS; f) student and career development theories; g) legal and ethical regulations involving Equal Employment Opportunity/Affirmative Action, Americans with Disabilities Act and international student employment; h) knowledge of Family Educational Rights and Privacy Act and release of confidential materials; i) staff training or supervision; j) advertising, marketing, and communication; k) word processing and computerized career services systems; and l) project management.

Minimum Qualifications

Master's degree in Counseling, College Student Personnel, Career and Technology Education, Business Administration, Communications, or related field is required. Qualification in the Myers-Briggs Type Indicator and Strong Interest Inventory by completing an extensive training program and passing the qualifying examination is required or to be obtained within one year from date of hiring. In addition, training in other computer assisted career guidance systems (CAGS) such as FOCUS, Discover, SIGI, etc. is desired. Two years minimum experience in career services, guidance and counseling, human resources, or educational administration, including counseling, teaching, program design, writing, public speaking, supervision, and training.

Salary

Full-time administrative staff position. Administrative grade level 15, minimum salary \$41,817. Salary is commensurate with education and experience. Full benefit package available.

To Apply

Submit cover letter w/email address, resume, and contact information of 3 professional references to:

Office of Human Resources (Search L-60959)
100 College Park Office Building
Bowling Green State University
Bowling Green, OH 43403-0201

Review of applicants will begin on February 8, 2008 and will continue until the position is filled.

(Official transcript(s) and letters of recommendation will be required of final candidates.)

Ohio law (OCR 2909.34) requires that if you are selected for an on-campus interview for the position you will be required to complete a Declaration Regarding Material Assistance/ Nonassistance to a Terrorist Organization (DMA) form. Information on this form will be provided to you by the hiring department and must be completed PRIOR to your interview. You will find a link to the DMA form as well as additional information from the following web site: <http://www.homelandsecurity.ohio.gov/dma.asp> or on the Office of Human Resources web site at:

<http://www.bgsu.edu/offices/ohr>

Bowling Green State University is an Affirmative Action/Equal Opportunity Educator and Employer.

We are committed to a multicultural environment and strongly encourage applications from women, minorities, veterans and persons with disabilities.

BGSU hires only individuals authorized to work in the United States.

For information regarding BGSU's crime statistics, please visit Public Safety's website at www.bgsu.edu/offices/safety.