REGIONAL CAREER SERVICES & BUSINESS DEVELOPMENT DIRECTOR

Position Description

Summary
The Regional Career Services & Business Development Director provides student job search and placement assistance in accordance with the mission, core values, and purposes of the university as well as expands enrollment opportunities through affiliate relationships with business and industry partners and two-year colleges. This position increases enrollment through establishing relationships with local agencies such as Texas Workforce commission and others.

Minimum Qualifications
The Regional Career Services & Business Development Director must satisfy the following minimum qualifications:
1. Bachelor’s degree required; Master’s degree in student personnel, human resources, educational administration or relate field preferred; and
2. One to five years of related work experience required; and

Skills and Attributes
The Regional Career Services & Business Development Director must possess the following skills and attributes: computer literate; 1-3 years supervisory experience; ability to communicate effectively both orally and in writing; knowledge of statistical preparation preferred; cooperative ability and attitude, strong commitment to student services; public relations capability in dealing with employers and alumni, sensitivity to student needs and feelings.

Essential Functions
The Regional Career Services & Business Development Director performs the following essential functions:
1. Facilitates basic job search and matching services for students searching for employment.
2. Provides notification and support to students and graduates regarding full and part-time employment information and jobs, including maintenance of employment board.
3. Maintains public relations and marketing placement services in the community, the regional area and elsewhere.
4. Provides advising to undergraduate students and alumni in careers, motivational and other routine issues including referring students to appropriate agencies, if necessary.
5. Conducts market research, establishing employer contacts with various business, industry, and governmental organizations, including becoming an active member of the consortium.
6. Participates with other educational institutions organizing career fairs.
7. Promotes employer visitation and on-campus recruiting efforts and plans and organize on-site employer visits.
8. Perform quarterly and annual follow-up studies of alumni in all career fields for compiling of placement statistics.
9. Gathers and updates graduate information for the development of an automated alumni system for tracking, record keeping, and placement purposes.
10. Fosters ongoing relationships with alumni through semi-annual activities.
11. Takes responsibility for the advancement of an alumni networking process through alumni contacts.
12. Assists students with cover letter and resume preparation.
13. Provides a platform to demonstrate the “how to” of finding a job in diverse settings. Provides students with practice mock interviews.
14. Guides the articulation agreement process for each partner developed and ensures agreements are kept updated and valid.
15. Participates in the HLC self-study effort.
16. Contacts employers for potential job lead opportunities as well as business educational opportunities for their organization.
17. Seeks information continually on employment trends and other pertinent job market information.
18. Works cooperatively with other National American University career services staff.
19. Meets with new students within the first week of their start date/participate in campus orientation.
20. Expands contracted relationships with potential new affiliate partners for the university. Primary contacts would be private two-year colleges, local community colleges, and state agencies such as TWC.
21. Manages relationships with existing 2+2 partnerships to ensure quality service and recruitment targets are met, looks for opportunities to facilitate training, awareness of the partnership and sponsorship opportunities.
22. Continually follows up with established business and other agreements for relationship management purposes.
23. Performs other duties as assigned.

**Required Work Hours**
A minimum of forty hours per week, plus other hours as may be necessary to complete job duties. A combination of day, evening, and weekend hours is required.

**Reporting and Supervisory Responsibilities**
1. The Regional Career Services & Business Development Director reports to the Regional VP of Academic Operations and Learner Services with dotted line to Regional Vice President.
2. This position has no supervisory responsibilities.

**Physical Requirements**
The Regional Career Services & Business Development Director must be able to speak, hear, see, write, type, dial, reach, and bend.

**Travel**
Periodic travel, including airline travel and overnight stays, may be required.