Director of Career Planning and Development

Job Description

DIVISION/DEPARTMENT: Academic Affairs	**DATE TO BE FILLED:** Immediately
SALARY: Commensurate with Experience	

SUMMARY

The Director of the Office of Career Planning and Development (OCPD) reports to the Vice President of Academic Affairs. The Director is responsible for general office supervision, including managing the budgets, increasing sponsorship opportunities, and maintaining, branding, and enhancing the Office of Career Planning and Development resource materials. The Director is also responsible for planning and implementing innovative marketing strategies for recruiting a diverse group of potential employers and internship providers, and for developing and maintaining a database as well as a web-based program for students.

The Director supervises all aspects of the Office of Career Planning and Development (OCPD), including: counseling students and alumni in career identification and planning skills and job search strategies, coordination of training skills workshops and career forums, management of on-campus employment and graduate school interviewing, development and coordination of student internship programs, development of relationships with potential employers and internship providers, aggressive searches for information about employment and internship opportunities, and developing effective working relationships with students, alumni, staff, andother career services professionals.

RESPONSIBILITIES

Responsibilities include expanding employer and corporate relations, providing career advising/counseling, increasing the visibility and support of the program, enhancing existing services, conducting research or benchmarking institutions to identify best practices.

ESSENTIAL FUNCTIONS:

- Develops and maintains relationships with strategic employers and graduate schools. Designs and implements career services programs (e.g., training, workshops, externships, etc.) to increase the success rate of graduate placement.
- Collaborates with academic departments to assist with the placement of students in part-time and permanent employment, internship, and externship opportunities. Develops and maintains systems and processes used to identify employment opportunities for students.
- Selects and implements an Advisory Committee (corporate representatives, alumni, etc.) who assists with recruitment of strategic employers, securing internship and externship opportunities and development and delivery of professional development curriculum.
- Develops and implements a mentoring program that assists students with career exploration and professional development.
- Provides career coaching to help students set and reach their employment goals. Provides practical training and assistance in basic job search techniques (e.g., resume and cover letter preparation, interviewing skills, etc.). Ensures students have access to a variety of employment resources (e.g., database of employment possibilities, career guidance references, employment literature, etc.). Develops a “target" list of quality employers who have employment/experiential education opportunities that match graduates’ career goals.
- Collaborates with other college departments to ensure work-study and/or internships are coordinated effectively with appropriate documentation and commitment from all parties.
- Participates in public relations forums to help build a positive reputation for the school and promote its programs and successes. Seeks involvement with and attends professional organization and community events to network and become more familiar with specific industry needs.
- Disseminates information on career programs, internships and career opportunities and development activities to students, alumni, faculty, and staff through appropriate media.
- Solicits and utilizes employer feedback to update curricula and to create and implement programs that respond to the needs of business, industry, and organizations.
- Administers internship and first destination surveys (graduating seniors).
- Tracks all internship, employer information and graduating senior placement data and partners with the data analyst to ensure information is accurate for reporting

RESPONSIBILITIES Cont'd

- Develops internship and placement statistics for the outside constituents.
- Interprets and provides results for career development self-assessments (e.g., SuperStrong Assessment, etc.).
- Serves as a member of various campus committees to identify opportunities for continuous improvement of the student experience from enrollment to graduation.

SECONDARY FUNCTION

Provides managerial oversight to the following positions:

- Data Analyst
- OCPD Intern
- Technical Intern
- Career Peer Mentors

Leads, manages, trains, and facilitates core training for Career Planning and Development Staff, Career Peer Mentors/Ambassadors, additional staff, and key administrators as needed. Works closely with degree programs and key internal and external stakeholder groups to expand and maintain an employer recruitment network and to develop and sustain a continuum of internships and job placements.

- Works with chairs, faculty, and program directors to develop and promote internship opportunities to students.
- Works with Institutional Advancement, Office of Alumni Affairs, faculty, and campus administrators to identify employment opportunities for students at both theundergraduate and graduate levels.
- Assists with promotional efforts, including the preparation of promotional material, brochures, and advertisements.
- Serves on community or business-related committees

SPECIFIC JOB KNOWLEDGE, SKILLS, AND ABILITIES**:**

- Some supervisory experience is required
- Demonstrated knowledge of career and student development theory and practice
- Excellent management and supervisory experience
- Demonstrated strategic planning experience
- Demonstrated capacity to work effectively with faculty, staff, administrators, students,alumni, and other community constituents.
- Experience in coaching and developing students
- Proven ability to build and maintain major partnerships with national companies/employers
- Ability to present to large and small groups
- Excellent interpersonal, written, and oral communication skills
- Ability to develop and maintain corporate and community partnerships
- Knowledge of Ellucian, Colleague and other comprehensive student database systems
- Application of technology
- Ability to write sponsorships and grants
- Success in grant and budget management
- Experience planning, coordinating and executive events and programs
- Ability to manage multiple priorities and high-level events

QUALIFICATIONS

- **Education**: Bachelor's degree from an accredited college/university, required. Master's degree preferred.
- **Experience**: Minimum of 4-5 years of job placement and counseling services to students in non- profit or program settings, high school, and/or higher education environment.
- **Additional Requirements**: A background check will be required of the successful applicant.

SPECIAL INFORMATION

The Federal Government requires that every individual hired since May 31, 1987, complete the I-9. This requirement is in response to the Immigration Reform and Control Act of 1986. Form I-9 has been developed to verify that persons are eligible to work in the United States.

TO APPLY

Persons interested in the above position should submit a cover letter, resume, unofficial transcript of the highest educational level completed, and three references, including contact information, to careers@rustcollege.edu.

(***Please put the job title in the subject line; you may attach your materials as Word or PDF documents***.)

Mrs. Angela Williams, Associate VP for Human Resources
Rust College
150 Rust Avenue
Holly Springs, MS 38635

Closing Date:	**Posting Date:**
Open Until Filled	5/2025