



# WEST VIRGINIA STATE UNIVERSITY

## **Executive Director of Career Services**

### **West Virginia State University:**

West Virginia State University (WVSU) is a public land grant institution, which was founded in 1891 as a Historically Black College and University (HBCU). It has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 3,500 students. The University is a community of students, staff, and faculty committed to innovative teaching and learning, research, and service that offers 23 undergraduate and seven graduate degrees through its four colleges and competes in athletics at the NCAA Division II level in five men's sports and six women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting, and engaging community, boasting cultural and historical events, music, festivals, and entertainment.

### **Position Description**

The Executive Director of Career Services provides leadership, vision, and oversight to the department of Career Services and serves as the lead strategist on all matters related to career planning, internships, cooperative education, placement, etc. for students. The Office of Career Services delivers career development and student-centered programs and activities that support professional development for undergraduate and graduate students and alumni. The Executive Director plays an integral role in student engagement and success by establishing programs and services that focus on students gaining the knowledge, experience, and skills necessary to be competitive in pursuing employment opportunities. The Executive Director works across the entire university community, particularly with academic affairs and advancement, to build collaborations to integrate career development into curricular and co-curricular programs.

The Executive Director is a strategic thinker who carefully manages employer engagement and external relationships to ensure that greater awareness and ample career development, leadership, graduate and post-graduate opportunities exist for students and alumni. A successful candidate will be responsible for assisting employers in identifying meaningful opportunities for them to connect with talented students and alumni.

This is a non-classified, non-essential, FLSA exempt, full-time, benefits-eligible position. This position reports to the Vice President for Student Affairs.

## **Responsibilities for the Executive Director of Career Services**

- Set the strategic vision and provide oversight for Career Services operations and staff utilizing best practices and industry standards
- Develop, implement and evaluate a comprehensive career services program that supports and accelerates preparation for graduate and professional opportunities.
- Maintain current knowledge of changing economic and labor conditions, hiring practices, and industry trends in the state, region, national, and global employment markets.
- Manage an employer partners program to create opportunities for employers to recruit on campus.
- Implement a strategy for tracking placement, average salaries, graduate and professional schools for institutional data analysis and rankings.
- Regularly assess and evaluate career preparation programs and services to ensure alignment with departmental, divisional and institutional goals and objectives.
- Prepare and recommend an annual department budget providing justification and projections for staffing and operations.
- Coordinate and maintain the online career platform, Handshake, and other career software and technology through assistance and training of faculty, staff, students, alumni, and employers.
- Demonstrate knowledge of best practices and trends to recommend adjustments and enhancements in programs and services.
- Cultivate relationships and strengthen collaborations with internal and external partners that encourage connections between employers, students, and alumni to increase opportunities for co-ops, internships, and post-graduate employment.
- Host career fairs and conduct workshops and presentations to the entire university community.
- Provide career coaching and counseling to students and alumni in career exploration, graduate application process, networking, job search, interviewing, resume/cover letter writing, and review.
- Manage the Federal College Work-Study Program through effective hiring, training, and placement of WVSU students receiving federal aid.
- Create and oversee a Career Services Advisory Council.
- Responsible for post-graduate survey process and for placement data and statistics.
- Provide the vision on marketing efforts for advertising the Office of Career Services and/or its programs including, web page, brochures, social media, etc.
- Serve on campus committees as necessary.
- Other duties as assigned.

## **Education and Experience Required**

- A Bachelor's degree in higher education administration, counseling, business/organizational management, or related field. Master's degree preferred.
- Three to five years' experience in career services or employment work, including progressive management and supervisory experience.
- Advanced knowledge of career development theories, counseling processes, career decision making, learning approaches, and job search techniques.
- Ability to think strategically to help drive decision making across the campus community.
- Ability to analyze, interpret and use data to make informed decisions.
- Highly collaborative, customer service oriented with a demonstrated ability to develop relationships with a wide variety of people and organizations.
- Excellent communication, interpersonal, organizational, planning, leadership, and team-building skills.
- Ability to work some evenings and weekends based on campus events and institutional needs.
- Ability to cultivate an inclusive environment that supports diversity and a positive work environment.

## **Salary Statement**

\$70,000 – \$80,000 salary commensurate with experience.

## **To Apply:**

This position will remain open until filled. However, first consideration will be given to applicants who submit a resume, cover letter, academic transcripts, and the names and email addresses or phone numbers of three professional references by **August 20, 2021**. All requested information must be submitted for your application to be considered.

Please submit application materials via email to [jobs@wvstateu.edu](mailto:jobs@wvstateu.edu) or mail to:

West Virginia State University  
Department of Human Resources  
P. O. Box 1000, 105 Cole Complex  
Institute, WV 25112

West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.

West Virginia State University is an Equal Opportunity/Affirmative Action institution. No person shall be denied admission to educational programs, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status. Upon request, reasonable accommodations will be made to provide this content into an alternate accessible format by contacting Human Resources at (304) 766-3156 and/or [hr@wvstateu.edu](mailto:hr@wvstateu.edu).