

## **ASSISTANT DIRECTOR, CAREER SERVICES**

### **POSITION DESCRIPTION**

The Assistant Director of Career Services is a full-time professional staff member in the Division of Campus Life and will report to the Director of Career Services. He/she advises students on all phases of career development including self-assessment, career planning and preparation, job search strategies, major exploration, and graduate and professional school application. He/she assists the director with collecting and evaluating pertinent statistical information regarding new graduates and recent alumni for faculty, staff and administration. The Assistant Director will work with local and national employers developing strong working relationships aimed at cultivating internship and employment opportunities for students. He/she provides career-related seminars, workshops and classroom presentations as well as outreach programs to student organizations. Assists with planning and coordination of career fairs, programs and events.

### **ABOUT STETSON**

Stetson is a comprehensive, independent, predominantly undergraduate and residential institution with a strong tradition of excellence in the liberal arts and sciences, business, music, and law. The University is located in DeLand, Florida, a small city about twenty miles west of Daytona Beach and forty miles north of Orlando. Approximately 1500 of the 2000 undergraduate students live on campus. Students are active in approximately 90 student organizations. The University places an emphasis on the active involvement of students in the learning process and in campus life with particular attention to the development of value commitments in areas including Community Service, Ethical Decision Making, Environmental Responsibility, Gender Equity, Diversity, and Religious and Spiritual Life. The Division of Campus Life consists of the following departments: the Office of Residential Life and Fraternity and Sorority Affairs, the Cross Cultural Center, Student Activities, Student Health Services, Career Services, the University Counseling Center, and the Chaplain's Office

### **QUALIFICATIONS**

We seek a professional with at least two years of experience in the area of career services and strong skills in the area of career development and student affairs. A master's degree is required, preferably in student development, counseling, human resources, or related field. This position requires a dynamic individual with strong verbal and written communication skills, a commitment to enhancing diversity, and the ability to relate to a wide variety of constituents including faculty, staff, students, parents, and employers. Strong organizational, computer, and administrative skills are essential.

### **REMUNERATION:**

12-month position with competitive salary. Retirement, health, dental, and vision benefits are available, as well as tuition remission for employee and dependents after specified period of employment.

### **APPLICATION PROCEDURE**

Please submit a resume and letter of application addressing your qualifications, and the names, addresses, and telephone numbers of three professional references. Candidates may be asked to submit official academic transcripts. Review of applications will begin immediately and continue until the position is filled. Please submit applications to Stetson University Human Resources, 421 N. Woodland Boulevard, Unit 8327, DeLand, Florida 32723. Stetson is an equal opportunity employer and is strongly committed to increasing the diversity of its faculty, staff, and students.