

Converse College
580 East Main Street
Spartanburg, SC 29302-1931



POSITION: Director of Career Development & Employer Relations

QUALIFICATIONS: Bachelor's degree required, Master's degree preferred. 3 to 5 years of experience working within higher education, student affairs, or related area required. Knowledge of Microsoft Office including Word and Excel is highly desirable. Ability to work in complex and dynamic office setting with students, faculty, and staff.

DUTIES/RESPONSIBILITIES: The goal of this position is to work closely with the Associate Provost for Student Success to continue the development of a comprehensive program for first-year to senior students that fosters self-esteem and self-efficacy in academic, personal, and professional success.

- Supervise the Director of Internships & Career Services to create a comprehensive Center for Career Development
- Provide career development and job search counseling to students in both individual and group settings, including online and distance mentoring
- Consult with industry leaders and employers to identify core competencies and internship opportunities
- Support regular outreach efforts including workshops and presentations to classes, student clubs, and organizations
- Research, evaluate, and maintain online resources for a variety of career issues, academic majors, and career fields
- Provide consultation, organization, and assistance to academic departments in their development of major-specific, career-related events
- Collaborate on the development and enhancement of the Center website and various social media platforms
- Provide career assessment and interpretation assistance to undecided students
- Develop curriculum for career courses, student success seminar, and first year seminar programs, to support professionalization and skill-based training, as needed
- Cultivate and implement the Converse College Competencies to connect our students to the expectations of employers

General Responsibilities for the Center for Career Development

- Develop strong relationships with department chairs and faculty across campus
- Evaluate and identify ways to enhance, grow, and revise College strategies for systems, networks, and programs that foster students' academic, personal, and professional development
- Utilize alumnae networking opportunities to advance professional growth for our student population

- Assist in the development and implementation of campus-wide internship and experiential learning initiatives
- Collaborate with Institutional Advancement to build external partnerships that enhance student internships, job shadowing experiences, and job placements
- Manage and oversee the operating budgets and allocations for all areas of responsibility
- Facilitate regular area meetings by developing agendas and cultivating support from the Division of Student Development & Success
- Oversee the development of comprehensive annual program of events that enhances student development and success, fosters sense of community and prepares students for personal and professional success
- Support all areas of student professional development including career services, employer relations, internships, experiential learning, professional exploration, student success seminars, and career workshops

General Responsibilities for the Division of Student Development & Success

- Participate actively as team member of the Division of Student Success
- Utilize office tools and reports such as Jenzabar, Microsoft Office and Google applications for Division success
- Assist with the implementation of social events and activities that enhance community connections
- Serve as student life representative to campus wide activities and programs, as needed
- Assist in planning and facilitation of student life activities, events, and leadership programs
- Serve on teaching team for student success seminar, as needed
- Assist with education related to celebrating diversity and inclusion
- All other duties as assigned by the Associate Provost for Student Success

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