

Position Overview:

Provides departmental leadership and personnel management for Career Services. The director is responsible for identifying departmental priorities; enhancing academic and career development of students, performing assessments to determine unit and program effectiveness; supervising departmental coordinators and staff; and working with colleges to collect and analyze post-graduation outcomes and to adjust programs and services as needed based on results. In addition, the director will have financial oversight for all departmental budgets, including state, endowment, grant, gift, and revenue-generating budgets. This position also writes and reviews contracts/agreements/grants.

Assigned Duties:**Provides departmental leadership and oversight for the Career Services by: 35%**

- Assuming responsibility for compliance with federal and state laws, UI policies, and other applicable laws and regulations;
- Conducting regular staff, leadership team, and individual direct report meetings to ensure open communication;
- Conducting annual staff retreats to review/refine our departmental mission and vision and better understand how our services support the University's Strategic Action Plan and Learning Outcomes;
- Researching and problem solving issues and challenges affecting Career Services;
- Collaborating with academic departments, student services offices, and external organizations on career or academic support programs;
- Representing, supporting, and advocating for all programs within the department in meetings with donors, administrators, faculty/staff, and external constituencies; Performing regular assessments to determine unit effectiveness, priorities, and resource allocation as compared with peer institutions;
- Ensuring Graduation Outcomes Survey takes place, analyze results, write up the report and publish findings;
- Developing collaborative educational programs with UI colleges and employers while increasing internship/co-op/experiential learning opportunities and student participation;
- Building external partnerships and cultivating strong institutional relationships with secondary institutions, private and public organizations, community partners, state agencies, employers, and advisory boards.

Provides human resource responsibility to the Career Services by: 35%

- Providing direct supervision of staff;
- Promptly addressing personnel issues and problems;
- Delegating and assuming responsibility for all vacant manager positions until positions are filled;

- Working closely with HR, Affirmative Action Coordinator, and SEM Director of Admin and Fiscal Operations on personnel actions regarding hiring, terminations, reclassifications, and additional compensation;
- Coordinating the hiring of all permanent positions within the department; Ensuring staff are adequately trained, supervised, and understand the department's expectation;
- Conducting performance evaluations of direct reports and
- coordinating/communicating instructions for departmental supervisors conducting evaluations;
- Mentoring and advising staff reports on personnel and programmatic issues;
- In collaboration with the Executive Director for Student Success, maintain the Student Success Center;
- Encouraging staff professional development.

Ensures proper fiscal management and compliance with budget regulations and policies by: 15%

- Overseeing unit budgets through planning, monitoring, and reviewing income and expenditures;
- Thoroughly understanding the restrictions and policies that guide the different types of budgets within the unit;
- Develop annual budgets for all departmental fund sources;
- Regularly monitoring budget balances and approving expenses to ensure funds are being appropriately used;
- Working closely with the Budget Office, Payroll, and the SEM Director of Admin and Fiscal Operations to address problems that arise with spread-pay, fund transfers, leave accruals, and other financial concerns;
- Working closely with the Development Office's Director for Corporate & Foundation Relations, to generate external funding to complement state allocation, through private sources, grants, and foundations;
- Writing and reviewing contracts, agreements, and grants in compliance with federal, state, and University policies and procedures.

Supporting the Division and University by: 15%

- SEM and campus wide meetings as needed;
- Maintaining professional affiliations and memberships;
- Participating in SEM and University meetings/committees that support University recruitment and retention;
- Performing other duties and assignments as directed by the Vice Provost. Active participation in; NACE (National Association of Colleges and Employers), NCDA (National Career Development Association), MPACE (Mountain Pacific Association of Colleges and Employers), ICDA (Idaho Career Development Association), GCDF (Global Career Development Facilitator), and CCSP
- (Certified Career Services Provider), and CEIA (Cooperative Education and Internship Association) as appropriate and as budget allows

Required Experience:

- 5 years progressive experience with; programs and services that support higher education student services, or workforce development and training, or leadership development, or career planning, or internships/coops/experiential learning programs.
- Experience developing and implementing strategic initiatives;
- Experience with program assessment and continuous program improvement strategies;

Required Education:

- Bachelor's degree

Required Other:

- Must be eligible for membership in NACE, NCDA, MPACE, ICDA, GCDF, and CEIA.
- Ability to work a flexible schedule during select mornings, evenings and weekends to address event needs.
- Ability to travel regionally, in-state and out-of-state on a periodic basis

Additional Preferred Qualifications:

- Master's degree;
- 7-10 years progressive experience in Career Services or related field; Training and certification in applicable assessments;
- Ability to work in a complex environment with multiple stakeholders; Ability to network and develop collaborative partnerships; Excellent leadership/management skills;
- Excellent written communication skills;