

## **Director, University Career Services**

The George Mason University, a large public institution located in Fairfax, Va.,—in the Washington, D.C., metropolitan area—seeks a Director of University Career Services (UCS).

The Director reports to the Assistant Vice President for University Life and provides leadership and expertise in the career development and professional preparation of Mason students and in the management of employer relations/services. The candidate should be an accomplished collaborator and builder of strategic partnerships with academic, student and alumni affairs.

UCS has 27 staff members including graduate interns, undergraduate peer counselors, and employers in residence. UCS offers a comprehensive array of programs and services including career counseling, advising and education of students; professional job search preparation/readiness to transition into work/graduate school; internship, student employment and cooperative education; opportunities to connect with alumni and employers; and employer development/recruiting. UCS works in close consultation and collaboration with nine academic schools and colleges to ensure a cohesive and complementary set of programs and services for students and employers. UCS cultivates and engages employers and alumni to better understand hiring needs and recruiting strategies; promotes Mason and the recruitment of our student talent; and gains access to opportunities, resources and networks for students seeking experiential learning and employment.

The Director has responsibility for and is expected to:

- Provide vision and direction for a predominantly centralized and comprehensive career services program appropriately organized and staffed to support mission and strategic initiatives;
- Promote innovative approaches in support of students' professional/career development and job search readiness, and the development of strong and vibrant employer relations;
- Cultivate key relationships with external organizations as sources of current and future experiential learning and employment opportunities for the students and graduates of Mason;
- Enhance relationships and foster partnerships with a broad base of Mason constituents—especially within the academic schools and colleges—to inform them of job market, career, and industry trends and employer/recruiting expectations; identify career paths and requisite skills for their students; and to educate and support students in development and marketing of professional skills and experiences;
- Work closely with the Office of Alumni Affairs to increase alumni involvement in preparing students for their job search, educating them about industries and career paths, and recruiting for their organizations;
- Expand utilization of technology in delivering services;
- Oversee the recruitment, hiring and training of staff members and encourage their continued professional development. Encourage initiative, teamwork, collaboration, and creative/innovative thinking;
- Encourage initiative and innovation by garnering support and resources (or by removing obstacles) to ensure quality and effectiveness of programs and services and to advance new initiatives critical to the success of Mason students and in response to growth of the institution and expansion of programs at distributed campuses; and
- Facilitate ongoing strategic planning to ensure quality, continuous improvements, efficiencies

and effective services. Foster planning and decision-making informed by internal and external data derived from sound assessment and factors, trends, and best and emerging practices.

The successful candidate will have the following characteristics/qualifications:

- An appropriate advanced degree;
- Significant leadership experience in one or more of the following: career education, experiential programs and employer recruiting services;
- Understanding of contemporary best practices in the delivery of comprehensive career services including: student and career development, internships and experiential programs, job search strategies, job market trends, and employer relations and recruitment methods/practices;
- Success in developing employer relations strategies resulting in increased employer involvement, recruiting and hiring;
- Significant experience initiating and maintaining collaborative relationships and alliances with campus stakeholders—particularly academic schools and colleges, alumni affairs, development office, and diversity and international program offices;
- Excellent communication ability including marketing and public relations skills;
- Experience and knowledge in meeting the career needs of a diverse undergraduate and graduate student population including underrepresented minorities and international students;
- Experience with organizational and strategic planning; assessment and data-informed decision-making; and responsible stewardship of resources and pursuit of new sources of support; and
- Experience applying and using technology to enhance delivery of programs and services, and the outreach to and communication with key constituents.

#### Special Instructions to Applicants

Review of applications will begin **March 15, 2012**.

For full consideration, applicants must apply for position number **FA109z** at <http://jobs.gmu.edu/>; complete and submit the online faculty application; and upload a cover letter, resume, and list of three professional references with contact information.

Questions may be directed to Christine Y. Cruzvergara ([ccruzver@gmu.edu](mailto:ccruzver@gmu.edu) or [703-993-5310](tel:703-993-5310)).