

## POSITION DESCRIPTION

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**TITLE: Executive Director of the Center for Career and Professional Development – (Exempt)**

### **Collective Bargaining - Ineligible - Managerial**

**Definition** - The Board approved definition of a managerial employee is an employee who is engaged predominantly in executive and management functions of the College or who is designated with the responsibility of directing the implementation of management policies and practices and who customarily and regularly exercises discretion and independent judgment in directing the implementation of management policies and practices.

**This is a management position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.**

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### **JOB SUMMARY:**

The Executive Director of the Center for Career and Professional Development (CCPD) reports to the Vice President for Student Affairs, providing innovative leadership to engage employers and expand opportunities for career exploration by SMCM students. The Executive Director should have work experience outside of academia as a foundation for providing strategic leadership and building a comprehensive career development program spanning career advisement, job search skill acquisition, internship opportunities, employer engagement, recruiting activities, and more. The Executive Director will also have expertise developing curricula in collaboration with employers and faculty.

The Executive Director is expected to bring and create extensive relationships with employers and develop productive alliances with a wide variety of external partners, including alumni, foundations, and business/professional/civic organizations. The Executive Director will create and deepen relationships with stakeholders on campus to improve professional skill development as part of the general education curriculum. Through active and innovative outreach to alumni, employers and all members of the SMCM community, the Executive Director will develop pioneering programs to strengthen student capabilities and opportunities after graduation.

The Executive Director will lead a staff of 8+ knowledgeable and highly motivated career service professionals in developing the most nimble, innovative, and mission-driven organization of its kind.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Responsible for following and applying the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.
- Grows and cultivates relationships with existing employer contacts, key campus stakeholders and new external corporate partners, including engagement with professional/community associations. Oversees and monitors the development and retention of these relationships to expand externships/internships, job placement and service-learning opportunities.

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- Develops novel and effective programs, including curricula and online resources, to prepare students to launch a career upon graduation.
- Creates, collaborates, and executes a strategic vision for career and professional development.
- Develops and implements effective program evaluation tools, including surveys of graduates and employers.
- Manages and oversees the CCPD budget, including revenue generation when possible.
- Works in a collaborative, open, and transparent manner with other units within the College, to
  - build campus involvement and awareness,
  - integrate professional skills development into all academic programs,
  - market career development events and initiatives,
  - identify corporate partnerships with the Office of Institutional Advancement,
  - ensure accurate and complete alumni database records in collaboration with the Office of Alumni Affairs.
- Manages CCPD staff including administrative meetings, training, professional development and leadership motivation.
- Ensures effective use of technology to enhance networking, delivers services, and identifies and analyzes key performance indicators.
- Compiles and shares first-destination/job metrics and other data with internal and external constituencies.
- Monitors employment trends affecting career opportunities and professional skills development to ensure relevance, effectiveness and equity.
- Plans and organizes career/job fairs, including career seminars and employer interviews.
- Manages the development of job opportunities, including career counseling, presentation of student resumes, scheduling interviews and the ultimate placement of students into internships, externships, and employment.

#### **MINIMUM QUALIFICATIONS:**

- Education: Advanced degree in Business, Marketing or a related field or equivalent training, education, or experience.
- Experience: Significant years of relevant experience in the workforce with responsibility in career services, employment/job placement, business development, employer relations and/or other talent development roles, with administrative, budget and personnel leadership responsibilities.
- Proven record in leading, mentoring and developing cohesive teams, performance management and productivity, and strategic planning.

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- An entrepreneurial, creative, and innovative spirit along with flexibility and a willingness to take risks in a fast-paced environment.
- Multicultural awareness and competence as well as a passion for CCPD's strategic priorities of inclusive diversity and equity.
- Knowledge of current best practices in career development and employer relations, including National Association of Colleges and Employers ("NACE") standards.
- A leadership style that balances diplomacy with transparency, vision with pragmatism, and the desire to serve students by forging partnerships on their behalf.
- Experience defining ROI (Return on Investment) and concrete measurements of success for internal and external constituencies.
- Strong knowledge of trends in internships, employment, the economy, effective interventions, technology, and industry networks.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.