

DIRECTOR OF CAREER SERVICES

CAREER SERVICES

Description: The Director of Career Services and Student Employment oversees and manages activities and programs related to Career and Professional Development, Student Employment, and Employer Relations. The primary goal is to help students and alumni develop skills and strategies to achieve their career goals after graduation. The Director of Career Services and Student Employment will report directly to the Vice President for Student Affairs.

Minimum Requirements: A bachelor's degree and 3 to 5 years experience in Career Services or other related area. A valid driver's license and safe driving history are required. Must have strong skills in providing excellent customer service and demonstrate strong ethics.

Preferred Requirements: Master's degree and previous supervisory experience.

Knowledge, Skills and Abilities: The knowledge and capabilities needed include career counseling techniques, knowledge of job trends and career development skills, effective public relations and networking abilities and knowledge of principles of college student development, and the policies and structure of a typical four-year, public university. Must be able to effectively direct existing comprehensive career services programs and to initiate new ones. Dependability, creativity, good judgment, professionalism, and dedication to sound principles of student development are paramount characteristics for this position.

Hire Range: \$48,000- \$52,000

University Hours: 8:00am – 5:00pm, Monday – Friday

Position Work Hours: 37.5 hours per week.

To include occasional nights and weekends

Class Code: CB75 – **State Title:** Student Services Manager I

Position #: 000000 – **Band:** 06

Search openings at careers.sc.gov

**View Lander's
Fringe Benefits**

Applications must be submitted online at www.careers.sc.gov. Receipt of individual applications not acknowledged. See position status at www.lander.edu/hr. Lander University is a tobacco-free campus. All final candidates are subject to successfully completing background requirements.



Lander University is committed to equal opportunity employment and being an employer of choice. Lander believes that corresponding differences within the faculty and staff, whether based on ethnicity, race, gender, religion, age, or other experiences, are tremendous assets to the role of Lander as an educational institution and within the community, region, and state. Moreover, Lander is an Affirmative Action/Equal Opportunity Employer. As a result, it is the policy and commitment of Lander that it will not discriminate based on race, color, religion, sex, national origin, age, disability or other protected characteristics.