

**POSITION:** DIRECTOR OF CAREER SERVICES

**GENERAL DESCRIPTION:** The Director of Career Services provides the overall leadership, planning efforts and initiative for administering a campus-wide career services program serving all students and alumni. The Director reports to the Dean of Students who reports to the Vice President for Student Affairs.

**SPECIFIC DUTIES & RESPONSIBILITIES:** Hiring, training, and evaluating staff. Planning and implementing marketing strategies to encourage and motivate students and alumni to register with and participate in activities and programs offered through the Center. Developing, presenting, coordinating and/or overseeing programs, workshops and seminars to classes and student groups to assist students in implementing their career goals and job search skills. Designing and organizing six career days annually. Developing, managing and marketing the campus-wide Cooperative Education Program. Planning and administering ongoing programs to attract companies to recruit on campus. Engaging in professional development by attending state, regional and national meetings and workshops to keep informed of legal and ethical issues, new developments and programs that enhance services offered to customers. Budgeting and managing the fiscal operation of the department.

**QUALIFICATIONS:** A bachelor's degree from an accredited college/university is required. Master's degree preferred.

**EXPERIENCE:** Must have strong written and verbal communication skills; ability to work effectively with a diverse population; energetic and self-motivated individual with three to five years experience in career services or college relations and recruiting.

**SALARY:** Negotiable, depending upon qualifications and experience.

**ANTICIPATED STARTING DATE:** October 1, 2005

**APPLICATIONS:** For initial consideration, submit a letter of application, résumé, and references by September 1, 2005 to:  
Chairperson, Qualifications and Screening Committee  
University of Louisiana at Lafayette  
Office of Dean of Students  
P O Box 43970  
Lafayette, LA 70504