



## JOB DESCRIPTION

<b>TITLE:</b>	<b>Director of Career Services</b>
<b>REPORTS TO:</b>	<b>Vice President for Career Advancement and Strategic Partnerships</b>
<b>DEPARTMENT:</b>	<b>Career Advancement and Strategic Partnerships</b>
<b>SUPERVISES:</b>	<b>None</b>
<b>STATUS:</b>	<b>Full-Time</b>
<b>CLASSIFICATION:</b>	<b>Non-Exempt</b>
<b>SALARY RANGE:</b>	<b>\$50,000 - \$55,000 annually</b>

**MISSION STATEMENT:** *“Villa Maria College, founded by the Felician Sisters, provides students a rigorous and enriching educational experience. Offering academic programs with a broad core curriculum, the College transforms and empowers students to realize their intellectual, creative, professional, and spiritual potential. Inspired by a welcoming Catholic tradition and a dynamic Franciscan spirit, Villa Maria College offers individual attention and fosters compassion, justice, peace, respect for human dignity and a commitment to service.”*

**OUR CORE VALUES:** *“Respect for Human Dignity, Compassion, Transformation, Solidarity with the Poor, and Justice & Peace.”*

### **POSITION SUMMARY:**

The Director of Career Services is responsible for the career development and employment of all Villa Maria College students and Alumni. Our vision is to create an integrated, community-connected career services program that will empower students and alumni to identify and achieve individual goals for career success. The Director of Career Services will work closely with the Provost and the Vice President for Career Advancement and Strategic Partnerships to design and deliver high-quality career development experiences and strategic support to create measurable and successful outcomes. This position will work to design and deliver effective, personalized, and innovative career development experiences as well as provide strategic support to program faculty to create measurable and successful student outcomes.

### **ESSENTIAL RESPONSIBILITIES:**

- Work closely with both academic and industry partners to implement effective career development strategies and programs that lead to meaningful job placements for students, aligning these efforts with broader strategic goals.
- Support the integration of career outcomes and NACE competencies in advising and program practices.

- Collaborate closely with the leadership team to support and enhance relationships with employers, industry organizations, and alumni. Focus on the implementation and operational aspects of securing internship, job, and networking opportunities for students and graduates.
- Develop events and partnerships with alumni and the alumni association to increase networks for both students and alumni.
- Manage career services events and programs which actively support both student and industry partner interests.
- Develop and implement initiatives to support the career development and employment outcomes of underrepresented student populations.
- In cooperation with Student Life, design and facilitate ongoing professional development curriculum to support college student employees.
- Establish data-driven processes for tracking and analyzing student career outcomes, internship placements, and employer engagement metrics.
- Use assessment data to continuously evaluate and improve the effectiveness of career programs and services.
- Prepare reports and presentations for university stakeholders and accreditation agencies as needed.
- Support the mission and vision of the College.
- Participate in College functions and serve on committees of the College.
- Other duties as assigned to meet the mission of the College.

#### **QUALIFICATIONS:**

- Master's Degree preferred; Bachelors required.
- Extensive knowledge of career or workforce advising and development.
- Working knowledge of computer technology and applications in the career services field.
- Ability to work with a diverse group of faculty, staff, students and industry partners.
- Excellent planning, coordination, written and oral communications skills.
- Ability to establish and maintain effective working relationships.

#### **WORK ENVIRONMENT:**

General work environment requires employees to consistently use manual dexterity in reaching, writing, navigating around the office/workspace. This position requires fully functional vision and auditory abilities. This position may include hours standing and walking, including up and down stairs, moving items of up to 25-pounds. Occasional evening and weekend hours may be needed to perform work associated with this position. If the position requires use of vehicle for College purposes, a valid New York State driver's license check may be required for occasional off- campus assistance and support.

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.*

*Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion, creed, color, sex, sexual orientation or preference, national or ethnic origin,*

*marital status, physical or mental disability, or any other protected classifications in admissions, employment, or any other aspect regarding the conduct of College programs and activities. Should you require an accommodation, according to the guidelines of the ADA, please seek the counsel of the Director of Human Resources for assistance.*

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Employee Signature

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Date