



## Position Description

### Assistant Director of Career Services

#### APPLICATION AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. [KWU Employment Application](#)
2. Cover letter
3. Resume/curriculum vitae,
4. Three references
5. Desired salary
6. Please email your application materials to [hr@kwu.edu](mailto:hr@kwu.edu).

The timeline for filling this position is:

- Applications will be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- The position starts as soon as January 2, 2024.

**KWU is an Equal Opportunity Employer and encourages diversity in employment.** We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

#### ADMINISTRATIVE INFORMATION

**POSITION'S TITLE:** Assistant Director of Career Services

**POSITION'S OPERATING GROUP:** Provost

**OPERATING GROUP'S PURPOSE AND MAJOR RESPONSIBILITIES:** The Provost Group is responsible for the development and delivery of the entire academic program at KWU. This includes the determination and selection of all faculty, the design and delivery of all academic curriculum, and the design and delivery of all information services required to support these academic services. In addition, the Provost Group is responsible for all academic assessment and to ensure University accreditation and increased student success in all academic areas of the University.

**POSITION'S DEPARTMENT:** Al Nelson Student Success Center

**DEPARTMENT'S PURPOSE AND MAJOR RESPONSIBILITIES:** To support students in academic and personal success both during their time at KWU, but also in preparation for life and career success.

**POSITION'S DIRECT SUPERVISOR:** Director of Career Services

**DATE POSITION LAST REVIEWED OR ANALYZED:** December 2023

**POSITION'S EMPLOYMENT STATUS:** Full-time, Staff, Exempt (administrative professional exemption), At-Will

**POSITION'S SALARY OR SALARY RANGE AND BENEFITS:** Salary to be determined at hiring based on the applicant's qualifications and experience. Please submit your desired salary with your application and supporting documents. Benefits are available for full-time employees.

#### POSITION INFORMATION

**POSITION SUMMARY:** This position is responsible for helping students with learning and activities associated with career professionalism. Through engagement with Career Services, students will acquire the fundamentals to be successful in the job search and as new professionals within a wide range of job fields. Further, this position will work extensively with exploring students who are seeking a major that matches with their personal and scholastic goals.

**POSITION WORKS WITH:** A wide range of campus constituents, including students, staff, faculty, and administration.

**POSITION'S STAFF AUTHORITY:** None

**POSITION'S BUDGET AUTHORITY:** None

**POSITION'S PHYSICAL WORKING CONDITIONS:** Inside a temperature-controlled office environment.

**POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS:** None

**POSITION'S EQUIPMENT:** University phone system, University computer system, desktop computer.

**POSITION'S WORK SCHEDULE:** A flexible work schedule of 40 hours per week requiring working some nights and weekends to accommodate students and the department. Irregular hours are required at high peak times of the year.

**POSITION'S TRAVEL REQUIREMENTS:** Approximately 60% of time spent in a temperature-controlled office environment and 40% of the time spent in a travel environment on campus or at community events.

## POSITION DUTIES AND PERFORMANCE STANDARDS

### **POSITION'S ESSENTIAL RESULTS, BEHAVIORS, AND PERFORMANCE MEASURES:**

#### **CAREER SERVICES:**

- Planning, teaching, and conducting workshops/events to facilitate education and career planning for all students.
- Coordinate the sophomore mentoring program.
- Network with local, regional, and national employers to maintain job openings, internship opportunities, and mentorship opportunities in collaboration with the Director of Career Services.
- Organize, maintain, and promote the Career Closet program.
- Organize, maintain, and promote the weekly Career Services Employment newsletter.
- Organize, maintain, and promote Career Services as part of the Kansas Wesleyan University website.
- Maintain individual statistical data, creating weekly, monthly, semester, and annual reports.
- Assess experiential education and career planning needs; plan events, locate and develop resources to meet these needs.
- Assess Career Services programs and events.
- Assist in garnering the annual post-graduate statistics.
- Teaching up to 6 credit hours per semester.

#### **OTHER DUTIES**

- Performs other duties assigned by the position's supervisor.

## POSITION QUALIFICATIONS

### **EDUCATION:**

- MINIMUM REQUIRED: Bachelor's degree
- PREFERRED: Master's degree

### **CERTIFICATIONS AND LICENSES:**

- MINIMUM REQUIRED: None
- PREFERRED: None

### **WORK EXPERIENCE:**

- MINIMUM REQUIRED: One year of work experience (or equivalent internship) in career services or related experience.

### **KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA's:**

- MINIMUM REQUIRED
  - Commitment to the philosophy of private higher education and the mission of the University.
  - Demonstrated ability to prioritize multiple and sometimes conflicting projects and responsibilities.
  - Demonstrated high level effectiveness in using Word, Excel, Power Point, and Outlook.
  - Have or be able to obtain a valid driver's license.

- Enthusiasm and positive attitude toward creating a caring, student-centered environment.
- Extremely well organized with excellent follow-through ability and polished presentation skills.
- Demonstrated ability to maintain confidentiality.
- **PREFERRED**
  - Demonstrated ability to create and organize effective, efficient plans, and to execute those plans within required timelines; and to do so with limited supervision.

#### NOTICE OF SPECIAL JOB OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of Kansas Wesleyan University, all employees of Kansas Wesleyan are to be considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. To fulfill its mission as a United Methodist affiliated institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.