Assistant Director of Career Services

Overview: The Career Services Assistant Director is an exempt position that helps accomplish the department’s primary mission which is to help students and alumni identify career opportunities and find meaningful employment. This individual must possess exceptional communication, advising, listening, writing and editing skills. Must have prior experience in an academic or business setting. The Assistant Director must effectively interact and communicate with individuals at all levels of the academic institution and including students, parents, employers and administrators. Requires a highly motivated, energetic, creative, cooperative individual who is able to work with minimal supervision and with a variety of people groups.

Primary Duties:

- Assist employers in posting jobs, coordinating campus interviews and other promotions to students and faculty proficiently using MC Careerlink
- Coordinate outreach to quality employers to further enhance professional opportunities for the students of Mississippi College
- Manage or assist in planning and implementing details for career related events as assigned by the Director
- Conduct and schedule student/alumni resume critiques, practice interviews, coach constituents on job search strategies, career planning and how to use related tools
- Coordinate, schedule and conduct classroom presentations as assigned
- Oversee moderate to complex data gathering and research. Assess and apply research to employment trends, interviewing, resumes, career planning and other projects as assigned.
- Represent the university and Office of Career Services at conferences, local/national events and in the community, to enhance employer relations
- In absence of the Director may represent Career Services in task groups or on project teams across campus

Minimum Qualifications:

- Bachelor's degree from an accredited college/university
- 2-5 years work experience in a business or academic environment
- Detail-oriented, self-starter with superior follow-through abilities
- Excellent verbal, written communication and interpersonal skills
- Strong analytical, critical thinking and decision-making skills
- Knowledge of Microsoft Suite (Excel, Word, PowerPoint)
- Adept in strategically using Facebook, Twitter, LinkedIn

Preferred Qualifications:

- Master's degree from an accredited college/university in Higher Education, Human Resources or related profession
- 2-5 years work experience in a Higher Education environment