

Position Announcement

John Carroll University Assistant Vice President/Executive Director of Career Services

John Carroll University seeks a forward-looking, innovative, and entrepreneurial leader for the position of Assistant Vice President/Executive Director of Career Services. John Carroll University is a private, coeducational, Jesuit Catholic university providing programs of study in the liberal arts, sciences, and business. Founded in 1886, and with a current enrollment of approximately 3,000 undergraduate and 700 graduate students, John Carroll University has been listed in *US News & World Report* magazine's top-ten rankings of Midwest regional universities for more than 20 consecutive years. The campus is situated in University Heights, Ohio, an attractive residential suburb ten miles from both Lake Erie and the thriving metropolitan city of Cleveland.

The Position

The Assistant Vice President/Executive Director (AVP/ED) of Career Services will provide innovative and strategic leadership, program development, and administration of a comprehensive career center focused on preparing students to discern and achieve their goals during their educational experience and ensuring they are ready to lead and serve upon graduation. The AVP/ED is responsible for articulating the Center's vision and mission consistent with institutional strategic priorities and implementing the enhancement, organization, and rebranding of initiatives designed to serve the full spectrum of undergraduate and graduate students as well as alumni. Reporting directly to the Vice President for Student Affairs, the AVP/ED will be an integral member of the division's senior leadership team and will also serve as a member of the Provost's Council.

The AVP/ED will manage the overall operations of and planning for the Center for Career services, including the selection, supervision, and development of professional and student staff; the stewardship of the Center's fiscal and facility resources; and the administration of high quality, innovative, and cost effective programs. Building a high functioning team that is poised to serve the developmental and experiential needs of students in the College of Arts and Sciences and Boler School of Business provides an excellent opportunity for the AVP/ED to demonstrate vision in action. The AVP/ED is the Center's chief ambassador and collaborates with a variety of stakeholders, both on- and off-campus, including those associated with Academic Affairs (provost, academic deans, department leadership, faculty, and academic advisors), Student Affairs, Enrollment Services, Mission and Identity, Advancement and Alumni Relations, Athletics, and the Center for Service and Social Action, as well as a growing network of internship sponsors, employers, engaged alumni, and parents in order to nurture and expand partnerships, programs, and opportunities that will serve students from their first year to postgraduate careers. Partnering with University Advancement to enhance and support additional alumni engagement opportunities is an important priority. Additional responsibilities include: facilitating continuous improvement and leading change to ensure the Center remains responsive to student career needs and evolving market trends; optimizing available technology for communication and delivery of services; collaborating with campus partners to strengthen experiential and internship opportunities; and implementing effective data collection, analysis, and reporting systems that demonstrate outcomes and inform strategic resource allocation and direction. This position calls for an energetic leader who thrives on connection, collaboration, and authentic engagement with others. The successful candidate will bring a contemporary, global view of careers to the role and will be comfortable with a high degree of visibility both on campus and in the external community.

Qualifications

A master's degree is required, complemented by a track record of progressive experience that focuses on facilitating relationships to support the professional preparation and success of others and that demonstrates broad familiarity with the career interests of today's liberal arts and business students and graduates. The successful candidate must identify and implement solutions to address evolving employment and educational trends affecting employers, students, and alumni; possess strategic planning skills and strong fiscal and budget management abilities; demonstrate leadership and supervisory capabilities; and bring a strategic, goal-oriented and data-driven approach to generating measurable outcomes. Other important considerations in the selection of the next AVP/ED include: an enduring respect for the liberal arts tradition within the context of the University's mission as a Jesuit Catholic institution; a collaborative and flexible management style; a vision for integrating current technologies and social media to support strategic objectives; a strong service orientation that is responsive to the needs of internal and external constituents; superior communication, marketing and public relations capability; an ability to partner effectively with diverse constituents; and a keen focus on students coupled with a commitment to helping them translate and leverage an exceptional education, inclusive of significant experiential learning opportunities, to achieve success.

Application and Nomination

Review of applications will begin October 17, 2016 and will continue until the position is filled. A resume with an accompanying cover letter may be submitted via the Spelman Johnson website at www.spelmanandjohnson.com/open-positions. Nominations for this position may be emailed to Valerie B. Szymkowicz at vbs@spelmanjohnson.com. Applicants needing reasonable accommodation to participate in the application process should contact Spelman Johnson at 413-529-2895.

Spelman Johnson

John Carroll University – Assistant Vice President and Executive Director of Career Services
Valerie B. Szymkowicz, Senior Associate

Visit the John Carroll University website at www.jcu.edu

John Carroll University is an Affirmative Action, Equal Opportunity Employer. The University is committed to diversity in the workplace and strongly encourages applications from women and minorities, veterans, and individuals with disabilities.