

Director, Career Design Center  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=232007>

Downloaded On: May. 9, 2024 10:11am

Posted Feb. 28, 2024, set to expire Aug. 4, 2024

<b>Job Title</b>	Director, Career Design Center
<b>Department</b>	Career Design Center
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Feb. 28, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Student Affairs
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/48838">https://www.ubjobs.buffalo.edu/postings/48838</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

#### Position Summary

The [Division of Student Life](#) invites applications for the **Director, Career Design Center** position. In this role, you will serve as a highly visible, student-centered leader and provide planning, program development and creative leadership for the unit to respond to the evolving career landscape. As Director, you will report to the Assistant Vice President for Student Engagement and Success and partner with many administrative units and academic departments. You will be an expert in the field of career preparations and align the unit's efforts with the university's Top 25 aspirations.

#### As Director, your responsibilities include:

- Provide innovative vision, strategic leadership, administration, and management for the

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**Career Design Center**

- Develop and implement career strategies to support student success and retention
- Prepare the office to respond to the changing student's and community's diverse needs
- Foster foundational support for the diversity, equity, and inclusion of students and staff
- Collaborate with internal stakeholders and campus partners in developing new concepts, practices, and approaches to maximize impact and support student success and outcomes
- Provide direction and supervision to the staff of the department; lead workforce planning efforts
- Establish connections to the career services profession, best practices, industry trends, and use of technology
- Assessment, evaluation, data collection and analysis, and reporting
- Develop the annual budget plans and requests and manage and monitor financial resources

The successful incumbent will be innovative, decisive, proactive, and solution-oriented, with experience in effectively working in a collaborative/team environment with an array of stakeholders including executive leadership, direct reports, faculty, staff, students, alumnae, and community leaders.

Our team recognizes the advantages diverse perspectives and backgrounds bring to the workplace. We are particularly interested in candidates who share this value and will work to achieve the university's goals of inclusive excellence.

**Outstanding Benefits Package**

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our [benefit packages](#).

**About Student Life**

As a member of Student Life, you will join service professionals, all driven by one shared set of values designed to help ensure students' well-being, create a safe and supportive environment, and promote student success. In Student Life, growth is a shared passion. We aim for excellence, thinking big and going bold. We pursue our goals tenaciously while stewarding the student experience. We build communities and advance diversity in all forms. We encourage discovery and celebrate success.

**About The University at Buffalo**

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The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

#### Minimum Qualifications

- Bachelor's degree with a minimum of 5 years of experience **or** master's degree or professional certification with a minimum of 3 years of experience.
- Experience in student life or other professional setting with progressively increasing responsibilities in scope of supervision, career design, or related areas.
- Experience cultivating collaborative relationships with diverse stakeholders, including students, faculty, staff, parents and community members.
- Organizational skills to set goals, prioritize assignments, monitor performance, and exceed set expectations and deadlines.

#### Preferred Qualifications

- Five or more years of experience working at multiple large public or private college/university setting.
- Experience with relevant technologies and their use in support of communicating and marketing career and alumni programs and managing and measuring results.
- Experience leading changing organizational environment

#### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

#### Contact



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