

101 Vera King Farris Drive | Galloway NJ 08205-9441
stockton.edu

Title:

Associate Director of Career Education and Development (Unclassified)

Location:

Galloway - Main Campus

Job Category:

Management

Department:

Career Education & Development (320015)

Salary:

Salary commensurate with experience and is accompanied by an extremely competitive University benefits package.

Posted Date:

08/03/2022

Closed Date:

N/A

Overview:

Stockton University is ranked among the top public universities in the Northeast with more than 160 undergraduate and graduate programs, as well as continuing education opportunities. The University, one hour from Philadelphia and two hours from New York City, offers unique living and learning environments throughout southern New Jersey, including the 1,600 acre Galloway campus in the Pinelands National Reserve and Stockton University Atlantic City, located in the University District, just steps from the beach and the iconic Atlantic City Boardwalk. Additional locations include Hammonton, Manahawkin and Woodbine. As a public university, Stockton provides an environment for excellence to a diverse student body, including those from underrepresented populations, through an interdisciplinary approach to liberal arts, sciences and professional education. Founded in 1969, Stockton held its first classes in 1971. The University's commitment to cultural diversity and its welcoming and vibrant community makes Stockton a great place to learn and work! Learn more about the many reasons to choose Stockton at www.Stockton.edu.

Faculty and Staff are committed to support Stockton University's diversity commitment and strong student-centered vision and mission.

This is an in-person on campus, non-remote position. For the 2022-2023 academic year, the University has implemented a pilot program allowing employees to work either a compressed 4-day work week with extended workdays or may work from home one day a week. Participation is subject to Divisional Executive approval depending on operational need.

Successful candidates will be required to show proof of being “up-to-date” with their COVID-19 vaccine status prior to their start date. Religious or Medical waivers may be requested at the time of employment offer.

Stockton University, Division of Student Affairs seeks a Director of Career Education and Development to support its goal to promote equitable access, academic achievement, and post-graduate success. Reporting to the Assistant Vice President for Student Transitions, Access and Retention (STAR), the Director of Career Education and Development will serve as a member of the STAR Leadership Team, in partnership with the Director of Academic Achievement Programs, Director of Military and Veterans Success Center, Director of Student Transition Programs, Executive Director of Educational Opportunity and Success Programs (EOSP) and other campus partners to enhance academic excellence and post-graduate success through integrated student success services and educational programs.

The Director for Career Education and Development will lead the division’s strategies to provide students with access to robust, comprehensive career development programs, services, and experiential learning opportunities from matriculation through graduation.

Responsibilities:

- Lead, integrate and align the Office of Career Education and Development programs staff and service operations with division and university priorities and national best practices. Identify and implement strategies to ensure that Career Education Development services and programs meet the needs of diverse student communities (e.g., racially minoritized communities, LGBTQ+, first-generation, non-traditional, military-affiliated, etc.)
- Lead and align Career Education and Development strategies and resources with Division and University priorities. Recommend and monitor the usage of budget, personnel, and facilities to ensure compliance with regulations and optimal service delivery to students. Coordinate and execute all contracts for Career Education and Development
- Create and implement strategic employer development plans, including research and assessment of employer hiring needs, translating, and conveying those needs to department chairs and program directors to better inform course/curriculum content and/or event sequencing; maintain systematic communication plan with employers that leads to the development of robust internship and career opportunities
- Lead strategies to support career readiness through the integration of National Association of Colleges and Employers (NACE) competencies in student employment and co-curricular learning experiences
- Partner with the Director of Academic Advising to strengthen career and major exploration strategies and partnerships throughout the student lifecycle
- Develop and teach career development courses to support students’ post-graduate success
- Serve as a member of the university Ospreys RISE (Research, Internships, Service Learning, Experiential Education) Planning Team
- Monitor technological initiatives and advancements to ensure state-of-the-art career and job-related services and resources are available to students, alumni, employers, and other relevant stakeholders
- Lead strategies to implement large scale career development and recruitment programs, major initiatives, and events
- Participate in institutional strategies to expand experiential learning opportunities in the curricula and co-curriculum
- Maintain annual reports related to employment and post-graduate education outcomes as well as various other reports and planning documents as requested
- Lead employer development initiatives; manage the Employer Advisory Board, including the recruitment of advisory board members and the scheduling of advisory board meetings

- Remain current in state and national college student career development through involvement in appropriate professional organizations. Direct Career Education and Development's participation in national college post-graduate student success research and assessment initiatives and leverage data to effectively plan and communicate the impacts of strategies on student success
- Review, revise, implement and monitor procedures and policies related to Career Education and Development operations to ensure compliance with state and federal guidelines that govern students on college campuses
- Serve on the Vice President for Student Affairs Leadership Council, divisional and university committees
- Other duties as assigned by the Assistant Vice President, Student Transitions, Access and Retention, and the Vice President for Student Affairs

Required Qualifications:

- Master's degree in higher education, or related field from an accredited institution
- A minimum of five (5) years professional experience working with students in a higher education environment
- Prior professional experience in college/university student career education/services or a related area
- Demonstrated interpersonal, communication and problem-solving skills

Preferred Qualifications:

- Doctoral degree in Higher Education Administration or related field
- Strong experience working directly with Handshake and other career management technologies
- Demonstrated experience integrating high impact and experiential learning experiences in student career education programs
- Demonstrated ability to successfully lead, develop and manage professional staff in a collective bargaining environment
- Active membership and involvement with state or national college/university career development or college student success professional associations (e.g., NACE, NASPA, NODA, etc.)
- Demonstrated success with integrated planning (strategic planning, budgeting, assessment, and communications) and the ability to use data for decision-making
- Previous experience utilizing student success management systems (e.g., EAB, Starfish, etc.)
- Previous experience advising or teaching at the post-secondary level

Required Documents:

Letter of Interest, Resume, Unofficial Transcripts

How To Apply:

Screening of applications begins immediately and will continue until the position is filled. Only electronic documents will be accepted. Please complete the on-line application in addition to providing the following required documents. All required documents must be submitted in order for your application to move forward. *You may upload documents using Microsoft Word or PDF*

1. A letter of interest describing specific skills and experiences
2. A current resume
3. Unofficial transcripts

4. A list of three recent professional references (included in the application): Name, Organization, Email Address and Telephone

SAME APPLICANTS: If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC at (833) 691-0404.

Click [here](#) to apply.

Please note:

- Stockton University is an equal opportunity institution and encourages a diverse pool of applicants. Pursuant to Title IX of the Education Amendment of 1972, Stockton University prohibits discrimination on the basis of sex (including, but not limited to, the prohibition of sexual misconduct and relationship violence, sexual assault and harassment) in all of its educational programs and activities. Please visit http://www.stockton.edu/affirmative_action for information on Stockton’s Equal Opportunity and Institutional Compliance processes. The University provides reasonable accommodations as appropriate. An applicant may request a reasonable accommodation for any part of the application and hiring process by contacting Bart Musitano, Manager for University Pensions and Benefits within the Office of Human Resources (Main Campus, J-115) at 609-652-4384, Monday – Friday between 8:00am – 5:00pm.
- All offers of employment are contingent upon a favorable background check, which may include social intelligence from a consumer reporting agency.
- In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.
- Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act), prospective employees may access Stockton’s Annual Security and Fire Safety Report (ASF SR) at <https://www.stockton.edu/police/crime-statistics.html>. The ASF SR contains the previous three years of reported Clery Act crime statistics, fire safety information and information regarding campus and personal safety. Paper copies of the report are available at the Stockton University Police Department, Building 71, 101 Vera King Farris Drive, Galloway Township, NJ, or, call 609-652-4390 to request that a copy be sent via postal mail.