



CAREER CONNECTIONS

TEXAS WOMAN'S UNIVERSITY

Director of the Career Connections Center

The Opportunity

Texas Woman's University in Denton, Texas, invites applications, nominations, and inquiries for the Director of the Career Connections Center position. The University seeks an experienced, career services leader to join the [Division of Student Life](#) team, led by Vice President Dr. Monica Mendez-Grant. Reporting to the Associate Vice President for Student Engagement, Dr. Stephanie Krauth, the director will have the unique opportunity to directly influence the institution's role in building a workforce of the future for the State of Texas and its citizens. The University is embarking upon the creation of a new strategic plan in which the [Career Connections Center](#) will play a vital role in achieving goals and objectives related to workforce development. Thus, the University requires a strategic leader with the vision and creativity necessary to elevate the Center as an innovative, first-in-class resource for students throughout their educational and career journeys. Furthermore, the director must have a record of building and nurturing strong, internal and external relationships by engaging various stakeholders and constituents. Lastly, the Center needs a caring and compassionate leader with a deep commitment to the University's mission and passion for justice, equity, diversity, and inclusion.

About Texas Woman's University

Founded in 1901 as the Girls Industrial College, today, Texas Woman's University System is the first and only university system in the nation with a woman-focused mission. TWU has 16,000 students, 89% of whom are women. [Dr. Carine M. Feyten](#) became the eleventh president and second chancellor of Texas Woman's University in 2014. According to *U.S. News and World Report*, Texas Woman's University tied fourth in the nation for student diversity with 67% of the undergraduate enrollment represented by minority students, making it a majority-minority institution with designation as a Hispanic Serving Institution (Hispanic, 34%; White, 31%; Black, 20%; Asian/Pacific Islander, 11%; International/other, 4%). In addition to the flagship, Denton location, the University System also has two other campuses located in Dallas and Houston as well as an e-learning campus, offering innovative online degree programs.

Committed to transformational learning, discovery, and service in an inclusive environment that embraces diversity, Texas Woman's University inspires excellence and a pioneering spirit. The University prides itself on providing students with a high quality, well-rounded educational experience. Texas Woman's is well known for its contributions and leadership in the fields of

education, nutrition, business, the arts and sciences as well as nursing and health care professions. Accredited by the Southern Association of Colleges and Schools Commission on Colleges, the University offers the student support, class sizes, and campus esthetics more typically found at a private university. Through its varied array of program offerings, Texas Woman's empowers students, many of whom come from traditionally underrepresented populations, to succeed in all facets of life to include career, leadership, service, health, and well-being.

Please view this [video](#) to learn more about Texas Woman's University.

About Denton, Texas

Texas Woman's University's main campus is located in the historic North Texas town of Denton, in the Dallas-Fort Worth Metroplex, with a population of nearly 140,000. Denton is known for its friendly, small-town feel paired with big-city amenities. Consistently named one of Texas' and the nation's [best college towns](#), Denton offers a variety of cultural entertainment, featuring live performing arts venues, music and film festivals, museums, and historical sites. Additionally, Denton is home to 30 parks, featuring 300 acres of open space, 3 recreation centers, a water park, and community swimming pools. In addition to hike and bike trails throughout the city, there are also nearby lakes and state parks that contribute to exciting outdoor recreational opportunities.

Please click [here](#) to learn more about Denton, Texas.

Overview of the Career Connections Center

The Career Connections Center operates utilizing a career consultant model, providing services to students and alumni at all three campus locations (Denton, Houston, and Dallas). Currently, the team consists of 9 staff members, comprised of 2 associate directors, 6 consultants, and an office administrator. As a department within the Student Life Division, the Center aims to:

- Provide intentional educational opportunities beyond the classroom to empower and affirm the full development of students, primarily women
- Enhance the progress and welfare of students
- Encourage students to develop and employ a variety of intellectual, humanitarian and leadership skills, which will provide a foundation for lifelong learning and service
- Recognize, support and respond to the needs of diverse populations

Furthermore, the Career Connections Center is dedicated to serving the unique needs of a diverse student and alumni population. The Center's programs and services support, validate, and celebrate students' diverse experiences by:

- Preparing and empowering students and alumni to self-advocate while navigating diverse work spaces
- Providing resources and education for staff and faculty on social justice in career development
- Actively sharing stories that represent the diversity of Texas Woman's University
- Highlighting partnerships with employers who have visible/accessible EEO statements on their website, diverse leadership teams, equitable recruiting and hiring practices, and affinity/mentoring programs
- Working alongside employers and community partners to discuss diverse perspectives, provide best practices for hiring and retaining underrepresented students, and create a more equitable future
- Actively seeking funding for scholarships to support students completing unpaid internships

Director's Role

The Director provides leadership and strategic direction to the Career Connections Center by designing, delivering and directing services offered to students and alumni. The director is responsible for all budgetary and operational management of the Department and for developing and overseeing programs, activities and services that will assist students with identifying career goals, acquiring relevant experience, and transitioning successfully to graduate education and/or professional employment. The director provides vision and leadership by implementing emerging trends within the career services field, engaging students in career planning early in their tenure at the University, providing opportunities for students to gain relevant professional experiences and advice, facilitating meaningful connections with academic departments and alumni, and cultivating strong employer partnerships. Work is performed under minimal supervision.

Organizational Relationships

Reports to: Associate Vice President for Student Engagement

Supervises: A team of eight professional and one classified staff members

Essential Duties and Responsibilities - *May include, but not limited to the following:*

- Leads and provides vision and strategic direction, planning and goals for the department in ways that complement and support the mission and goals of the University.
- Provides leadership and supervision to Professional and Classified Staff, including hiring, staff development and conducting staff performance evaluations.
- Provides administrative guidance to the career planning and placement programs and activities.

- Maintains fiscal policies, budgets, and controls to ensure the department operates within University financial guidelines.
- Sets priorities for resource utilization.
- Facilitates staff meetings to coordinate, plan, and monitor staff functions, and to enhance departmental communication.
- Builds and maintains collaborative relationships and effective communication with academic departments, employers, students and alumni.
- Prepares/presents seminars on career planning, resume writing, job search skills, and interviewing techniques.
- Monitors and reports labor market trends, recruitment issues and economic forecasting that affect the Career Connections Center and impact future hiring needs of regional and national employers.
- Oversees research and benchmarking to identify best practices and developing and presenting career related topics to various audiences.
- Supports outreach efforts to prospective employers and build on-going relationships to foster employment opportunities with a wide variety of organizations.
- Provides appropriate personality and career assessments and information on career trends, and other preparation for the world of work.
- Designs and conducts innovative career development and job search workshops within the career center, residence halls, classrooms, and student groups to meet the needs of a diverse student body.
- Oversees the content and upkeep of the Career Connections Center webpage.
- Oversees technology applications within the department, including web-based products and services, employer and student online services, LinkedIn, Facebook, Twitter, and other mediums to connect students to alumni and job seekers to employers.
- Responsible for establishing job performance standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

Additional Duties

Performs other duties as requested.

Qualifications & Characteristics

Education

Master's degree required in Higher Education, Counseling, Business Administration, Marketing, or an appropriate or related field.

Experience

Five years of progressively responsible experience in career service, college relations and marketing, or business experience, preferably in the field of placement.

Requirement

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

Knowledge, skills, & abilities

- Ability to plan, direct, and evaluate a complex operation, using human resources, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints
- Ability to utilize career assessment inventories, career counseling techniques, career development theory and online job search strategies.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to communicate effectively -orally, by phone, in person, and in writing.
- Ability to use a personal computer and other office equipment, including university related software and email.

Preferred qualifications:

- Career services and assessment experience
- Program development and evaluation experience
- Strategic planning, management, and supervisory experience
- Knowledge of career exploration theory, career technologies, and current trends in the field
- Experience serving diverse, first-generation, and underrepresented populations
- Bilingual

Salary Range

\$ 85,000

Benefits Overview

Texas Woman's University's comprehensive benefits package is a valuable part of employment. As a state employee, benefits are offered under a group program administered by the [Employees Retirement System of Texas](#), [Teacher Retirement System of Texas](#), [Optional Retirement Program](#), and Texas Woman's University. For a full listing of benefits, please click [here](#). A relocation package is also available.

Applications and Nominations

Texas Woman's University has secured Capstone HigherEd Services, LLC to assist with the search for the next Director of the Career Connections Center. As such, inquiries, nominations, and application materials should be directed to the following contact:

Dr. Diana Pino
Capstone HigherEd Services, LLC.
TWU@CapstoneHigherEd.com
713-955-2122 ext. 1000

Inquiries, nominations, and applications are now being accepted. For best consideration, please submit application materials by **March 5, 2023**, however the position will remain open until filled. Application materials should be submitted via email to TWU@CapstoneHigherEd.com in PDF format and consist of the following:

- A letter of interest/cover letter
- A current CV or resume
- Contact information for at least three professional references (name, phone number, email address, and relationship to applicant). References will not be contacted without prior approval from the candidate.

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.