

Director of Career and Student Success

Department: Career and Student Success Center

Reports to: Provost

FLSA status: Salary exempt

Position summary

The Director leads the Career and Student Success Center, with primary responsibility for student-facing career services, career readiness programming, employer partnerships, and supervision of the staff who deliver career and student success services. The Director connects academic pathways with employment and further education opportunities and evaluates the Center's effectiveness. The position also serves as Title III Project Director for From Access to Outcomes: Advancing Retention and Career Pathways for Student Success, overseeing approved project implementation, budget, evaluation, and federal reporting. The Director serves as the University's day-to-day project contact with U.S. Department of Education officials, working with authorized institutional and financial representatives.

Maintains complete and accurate records of actual time and effort and allocation among funding sources. Submits the Director's monthly records to the Provost by the fifth day of the following month for review and authorization. Reviews project staff records under the University's internal procedures; employees do not approve their own documentation.

Federal support is subject to annual continuation funding and award conditions. Compensation charged to the grant must reflect authorized duties and actual work performed. This description does not guarantee employment for the award period or thereafter.

Career services and Center leadership

- Lead the Center's strategic planning, daily operations, service delivery, and continuous improvement. Establish annual priorities, service standards, and staff responsibilities that advance student career readiness and success.
- Supervise, coach, and evaluate the Local Student Success Coach, Career Services Coach, and Administrative Assistant; coordinate hiring, staff development, caseloads, and service coverage through University procedures.
- Oversee and provide individual and group career advising on career exploration, career decisions, resumes, cover letters, interviewing, job searches, professional networking, and preparation for graduate or professional study.
- Design and manage career readiness workshops, career fairs, employer visits, and other student-facing programs. Coordinate outreach and follow-up so students can access and use Center services.
- Build and maintain relationships with employers, alumni, community organizations, and workforce partners to expand internship, experiential learning, and employment opportunities; coordinate alumni engagement with the appropriate University office.
- Work with faculty, academic advisors, and academic leadership to integrate career exploration and preparation into academic programs and four-year pathway maps. Coordinate internship processes and refer academic credit decisions to authorized academic personnel.
- Oversee career services resources and technology, opportunity postings, employer participation, and student referrals in coordination with IT and University procedures.
- Coordinate career coaching with local student success interventions and campus support services; address barriers to participation and provide accessible services through appropriate accommodation processes.
- Track service utilization, career readiness progress, internship participation, and employment or further education outcomes using defined measures and authorized data. Coordinate graduate outcome collection with Institutional Effectiveness and use findings to improve services.
- Represent the Center to students, faculty, leadership, employers, and community partners; communicate available services, partnership opportunities, and student outcomes.
- Manage Center resources and coordinate the institutional sustainability plan. Distinguish institutional career services duties from approved grant activities in work plans, expenditure allocations, and time and effort records.

Title III project leadership and administration

- Lead the approved activities, objectives, implementation schedule, and annual performance targets. Maintain a work plan that identifies responsible staff, deliverables, deadlines, and evidence of progress.
- Ensure project staffing, funded effort, recruitment, and evaluation remain consistent with the approved application and University procedures.
- Manage the approved project budget; review expenditures for project relevance, allowability, allocation, and supporting documentation. Approve project expenditures within delegated authority and established institutional controls.
- Reconcile grant expenditures with the Business Office monthly, resolve discrepancies, and review cash needs and supporting documentation before each drawdown. Coordinate drawdowns with authorized financial staff and monitor cash activity without combining incompatible approval and payment responsibilities.
- Develop and maintain the project Internal Controls Manual, including staff responsibilities, lines of authority, purchasing procedures, fiscal documentation, time and effort, records management, reporting, and corrective action procedures.
- Coordinate with the external evaluator, Institutional Effectiveness, and IT to define measures, establish baselines, validate data, analyze outcomes, and document progress. Assign responsibility for data extraction, platform administration, and reporting so these functions have identified owners.
- Oversee student success technology, including EdSights and Pharos 360 as specified in the approved project. Coordinate integration, access, data quality, training, and vendor services with IT and relevant offices.
- Coordinate the approved rollout of four-year academic pathway maps and faculty professional development with academic leadership, advisors, and project staff.
- Prepare and coordinate timely submission of required performance, financial, continuation, and final reports with authorized University officials. Maintain supporting evidence and a reporting calendar using deadlines established by the awarding agency.
- Submit monthly Activity Progress documentation, brief the President at least twice annually, convene regular project team meetings, and promptly escalate implementation risks and proposed corrective actions.
- Maintain current knowledge of applicable Title III requirements and award conditions. Coordinate institutional review and required federal approval of changes to key personnel, scope, budget, or project activities before implementation.
- Review recruitment materials, program information, and student selection procedures for accessible participation consistent with the approved GEPA Section 427 plan and applicable law; document implementation and address barriers.
- Coordinate documentation for approved construction or renovation activities with designated facilities, procurement, and financial officials, including milestones, expenditure support, and applicable award approvals. Technical and contract approvals remain with authorized officials.
- Maintain grant records and support monitoring, audits, closeout, and resolution of findings. Coordinate the sustainability plan and institutional transition commitments in the approved application.
- Attend required federal project director meetings and approved student success conferences within authorized travel funds.
- Job responsibilities include driving on college business for your department whether the frequency is daily, weekly, monthly, or occasionally.

Required qualifications

- Master's degree in education, higher education administration, counseling, student affairs, or a related field.
- At least two years of grant management experience; at least two years of budget and personnel management experience; and at least two years of higher education administration experience.
- Experience working in career services, including career advising or coaching, career readiness programming, and employer engagement; experience in higher education instruction or services.
- Ability to lead cross-functional work, interpret award requirements, maintain financial and performance documentation, and communicate clearly in writing and verbally.

Preferred qualifications

- Experience directing or coordinating a higher education career services office and assessing student career outcomes.
- Title III grant management experience and experience with federal reporting, evaluation, student success technology, and internal controls.

Institutional sustainability

Implement the approved institutional sustainability plan for retention of the role after the grant and an increasing institutional share of salary beginning in Year 3. Salary phase-in and transition arrangements must follow the approved application, budget narrative, and authorized institutional funding plan.

Additional requirements

- Criminal background check prior to employment
- Participation in FERPA, Title IX, information security, and applicable grant compliance training.

Protects confidential student and personnel information, follows authorized system access procedures, and promptly reports data concerns or suspected noncompliance.

Provides accessible services and follows approved student participation criteria and applicable nondiscrimination requirements.

General provisions

The statements in this description are intended to describe the general nature and level of work being performed by individuals assigned to this classification. Examples of duties or responsibilities are not to be construed as an exhaustive list describing the duties or responsibilities required of personnel so classified. These examples are also not to be interpreted as limiting the appointing authority's ability to append or otherwise alter the duties and responsibilities of the position. The use of an individual expression or illustrations to duties or responsibilities shall not be regarded as excluding assignment of others not mentioned which are of similar kind or quality.

Union Commonwealth University (the "University") is committed to maintaining an educational, employment, and business environment free of all forms of discrimination. The University provides full and equal access to its educational services, classes, and programs without regard to and prohibits discrimination based on the protected characteristics of age (40 and older), race, color, national origin, ancestry, religion, sex (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, AIDS/HIV status, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, status as a smoker or nonsmoker, medical condition, sexual orientation, marital status, or because an individual is perceived to have one or more of the foregoing characteristics, or any other status protected by federal, state, or local laws.