



Corban University
Position Description

DIRECTOR OF CAREER SERVICES

DEPARTMENT: Student Support
REPORTS TO: Vice Provost for Enrollment
FLSA STATUS: Exempt/Full time
Revised April 2019

See Application Process on Page 3

MISSION: To educate Christians who will make a difference in the world for Jesus Christ.

SUMMARY: Working under the supervision of the Vice Provost for Enrollment, the Director of Career Services will develop a Career Services office to serve both students and alumni. Career services will focus on providing career counseling, services/training related to job readiness, and assistance regarding career and vocational decisions. The Director will facilitate the collaboration amongst staff, faculty, and external stakeholders to assist current and former Corban students in their career development. Appropriate tracking of graduate employment is also expected.

ESSENTIAL FUNCTIONS:

- Provide individual and group career counseling including: resume building, interview skills, networking strategies, business etiquette, job search techniques, etc.
- Encourage employers to recruit campus graduates through community networking, national outreach, and ongoing engagement with the University's constituents.
- Administer and interpret vocational interest inventories and career assessments.
- Collaborate with University departments and faculty to research, create, implement, assess ways in Career Services can better service students and alumni.
- Provide career-related seminars for interested students.
- Maintain an up-to-date career resources library including CIS.
- Keep current on hiring trends, new career paths, and job search platforms.
- Plan and executes an annual Career Fair or other events with similar outcomes.
- Conduct the annual graduate employment survey in conjunction with the University.
- Maintain Career Services webpage, community posts, and distribute accurate information concerning full and part-time jobs available to graduates and alumni.
- Participate in Grad Finale
- Maintain membership and active involvement in professional organizations related to career and counseling services.
- Serve on University committees as needed
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of a well-functioning Career Services office contributes to recruitment and overall University success.
- Knowledge of labor market information/trends and marketing strategies.



- Ability to multi-task and manage multiple projects while completing tasks on or before articulated deadlines.
- Ability to collaborate with multiple groups throughout the university and with external agencies in a manner that will provide ongoing benefits to students and alumni related to employment.
- Ability to work effectively with university faculty, staff, and students in program development and coordination.
- Strong understanding of the skills needed to acquire employment and the ability develop these skills in college age students is essential.
- Ability interact in a positive manner with current students, alumni, and potential employers in a positive and productive manner is imperative.
- Ability to make public presentations in small or large groups.
- Strong oral, written and verbal skills as well as technical and analytical competency with assorted computer applications.
- Knowledge of Christian higher education and an understanding of how to effectively communicate the value and distinctives of Christian higher education in preparing for the job market is required.

QUALIFICATIONS AND REQUIREMENTS:

- Bachelor's degree in applicable field required. Master's degree preferred.
- At least three years of professional experience in with career counseling, advising, and teaching specific to career development efforts and job placement.
- Demonstrated experience (minimum of three years) with coordination (directing preferred) of educational career services.
- Experience with career counseling theory, career development, and career assessment tools, including online systems such as the CIS.
- Evangelical Christian commitment and lifestyle consistent with the university's mission as described in our Statement of Faith
- Candidates should value an environment that reflects the diversity of God's kingdom, engages in global concerns and connects culturally.

WORKING CONDITIONS: Traditional office environment. Some travel and weekend/evening work related to career services/development events may be required; on and off campus during non-business hours will be an aspect of the position. Seasons of service as an admissions counselor may also be integrated into the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Corban University is a private comprehensive university of liberal arts, ministry, and professional studies with a mission to educate Christians who will make a difference in the world for Jesus Christ. All employees are expected to model servant leadership in all aspects of their work. Corban values and recruits for a workforce that is diverse in gender, age, ethnicity, race, and/or ability, and seeks employees who will interact with the Corban community in a way that reflects a commitment to cultural proficiency. Where permitted by law and consistent with the school's history, mission, and core values, Corban exercises religious preference throughout the University. Employees must have a personal relationship with Jesus Christ, agree with the University Statement of Faith, evidence a mature Christian faith, and be an active member of a Bible-believing, Gospel-preaching local church.

To Apply



Interested candidates must submit all of the following:

- A cover letter of expressed interest
- Resume
- Brief testimony of your Christian faith
- Completed Corban staff application found on our website: www.corban.edu/employment

Send or email to:
Corban University
Department of Human Resources
5000 Deer Park Drive SE
Salem, OR 97317
jobs@corban.edu
FAX: 503.375.7182