

Calling and Career Services Director

Point University is a private institution that educates our students within a Christian worldview so they are equipped to take their faith into the marketplace and all of life while achieving their professional goals. We are training the next generation of Christian leaders to take the cross to more job sites, churches, industries, and nations than ever before.

The Calling and Career Services Director is responsible for the overall operation of the Career Services department at Point University. The department services include individual career counseling, coordination of seminars, workshops, and programs assisting students and alumni in exploration and development of their future career plans. In addition, the position is responsible for the coordination of graduate/professional school fairs to assist our students and alumni in those endeavors. The director is responsible for communication with all Point University faculty, employers, alumni, and professional schools as it relates to Career Services.

Responsibilities

- Provide guidance and oversight to Point University Center for Calling and Career
- Provide continual strategic development for the scope of services offered by the center. This will include professional development, staff training, website design and interaction, and graduate placement tracking.
- Assist with New Student Orientation, Preview Days, Admissions Registration Days, and Graduation as needed
- Make presentations to parents, students, faculty and new student orientation about career services
- Provide workshops, seminars, and fairs to assist with preparation for the job search process and graduate/professional school admission including resume writing and interviews skills workshops, presentations by career professionals, and simulated interview opportunities
- Schedule Employers Information sessions and on-campus interviews for full-time, part-time, and/or summer jobs and internships.
- Publicize events, work collaboratively with communications staff to ensure all events are well communicated through appropriate channels.
- Organize Graduate and Professional School Fairs with other colleagues
- Work with faculty sponsors to present seminars related to specific majors
- Participate as a representative of Point University on local employer committees, colleges, and employer organizations

Qualifications

- Bachelor's degree in related field
- Prior experience in the field of career counseling strongly preferred

Required Skills

- Strong coaching skills
- Superior communication, organizational, and interpersonal skills
- Able to manage multiple projects
- Experience in working with diverse populations