

Director of Career Services and Administration Coordination

Point University is a private liberal arts 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.

Responsibilities and Primary Activities:

- Completes a broad variety of administrative tasks for senior leader team (SST) including expense reports, invoicing, addressing vendor needs, manages relevant budgetary expenses
- Drafts, edits, schedules, and sends confidential communication
- Triage incoming issues and concerns addressed to the leader(s) including those of a sensitive or confidential nature, determines appropriate next steps: research, action, referral, or response
- Manages board meeting preparation including creating documents, spreadsheets, presentations, etc.
- Partners with the SST to arrange/schedule meetings and events, including coordinating the agenda, preparing any meeting materials and/or presentations, scheduling the conference space required/zoom, coordinating all IT resources and catering
- Facilitates the seamless flow of information and communication between the leaders and internal departments; keeps confidential information to maintain credibility, trust and support with the SST. Maintains the digital infrastructure for efficient sharing of files and documents between SST (Sharepoint and Onedrive)
- Manage specific projects/initiatives for the SST
- 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 to include professional development, staff training, website design and interaction, and graduate placement tracking
- 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.
- Maintain Career Library, career website, and job listings
- Publicize events, work collaboratively with communications staff to ensure all events are well communicated through appropriate channels
- Assist with New Student Orientation, Preview Days, and Admissions Registration Days, and Graduation as needed

Qualifications

- Superior organizational skills with ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with cross-cultural stakeholders, including staff and external partners

- Expert level written and verbal communication skills
- Demonstrated ability to effectively influence across all levels of the organization
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands and demonstrate the highest level of customer/client service and response
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment
- Forward looking thinker, who actively seeks opportunities and proposes solutions
- Fluency in digital file sharing systems and online collaboration tools
- Passionate about student success and driven to influence, motivate and empower others

Education and Experience Requirements

- Bachelor's degree
- Experience in project management preferred
- 3 years of experience supporting SVP and/or C-Level Executives preferred
- Proficient in Microsoft Office Suite (Outlook, Word, Excel, and Power Point)