



**DIRECTOR OF CAREER SERVICES**  
**DIVISION OF ENROLLMENT MANAGEMENT AND STUDENT SUCCESS**

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**REPORT TO:** Senior Vice President for Enrollment Management and Student Success

**E CLASS:** FT-12 Month

**FLSA:** Exempt

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**PURPOSE:**

The Director of Career and Veterans Services provides leadership, vision, and strategic direction for the College's career development initiatives and veteran student support services. This position is responsible for developing, coordinating, and delivering comprehensive career counseling and employment preparation programs to assist students in identifying and achieving their career and educational goals. The Director also serves as a liaison between students, alumni, employers, and campus departments to promote employment and internship opportunities. Additional responsibilities include supporting student recruitment efforts, participating in divisional and institutional initiatives, serving on committees, contributing to institutional effectiveness goals, and engaging in professional development activities.

**REQUIRED QUALIFICATIONS:**

- Master's degree in Business, Management, Counseling, Education, or a related field
- Minimum of two (2) years of experience in career development, employment counseling, or a related area

**Preferred Qualifications**

- Demonstrated experience with commonly used higher education software and related applications
- Evidence of positive relationships with business and hiring partners
- Demonstrated success in working with college student populations, including online students
- Experience with managing business social media accounts, creating flyers and other communication techniques
- Effective at assisting traditional and non-traditional students on creating career plans and developing goals

**ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

- Collect, analyze, and maintain data related to graduate outcomes, job placement, and continuing education
- Develop and maintain partnerships with employers to create internship and employment opportunities for students
- Provide individual and group career counseling, workshops, and presentations on career readiness and professional development
- Collaborate with faculty and staff to integrate career development into academic and student success initiatives
- Support veterans and military-affiliated students in transitioning to civilian careers and educational pathways
- Demonstrate strong planning, organizational, and time-management skills with attention to detail
- Perform other duties as assigned by the Senior Vice President for Enrollment Management and Student Success

## KNOWLEDGE SKILLS AND ABILITIES

- Demonstrated experience using higher education software systems and career development applications
- Proven success in establishing and maintaining positive relationships with employers and business partners
- Experience supporting diverse student populations, including traditional, nontraditional, and online learners
- Proficiency in social media management, marketing, and digital communications (flyers, outreach materials, etc.)
- Experience assisting students with career planning, goal setting, and graduate school preparation

## WORK ENVIRONMENT:

The work environment includes exposure to physical conditions typical of a standard office environment. Most of the job is performed while sitting, although occasional standing or walking and lifting and carrying small objects may be required.

## TRAVEL:

Travel is required for this position.

*\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.*

## SPECIAL INSTRUCTIONS TO APPLICANTS:

A criminal background check will be conducted. *No phone calls will be accepted.* **Interested applicants should submit a resume, cover letter, and application to [hr@miles.edu](mailto:hr@miles.edu). Must be legally authorized to work in the United States without the need for employer sponsorship, now or at any time in the future.** Due to the large volume of inquiries, applicants will only receive a response if there is a match, at which point the applicant will be contacted for an interview.

## NOTICE OF NON-DISCRIMINATION

Miles College is an equal-opportunity employer dedicated to building an inclusive and diverse workforce. Miles College does not discriminate in its educational programs and activities based on race, color, religion, ethnic or national origin, age, disability, sex, gender, gender identity, gender expression, sexual orientation, veteran status, or any other basis prohibited by law. Inquiries about the application of Title IX and its supporting regulations may be directed to the Title IX Coordinator, Brown Hall Room 101, 5500 Myron Massey Blvd, Fairfield, AL 35064, 205-929-1440, [titleix@miles.edu](mailto:titleix@miles.edu). For information on the Title IX Sexual Harassment/Sexual Assault policy and grievance procedures, please [click](#).

## TITLE IX / STATEMENT OF NONDISCRIMINATION

As set forth in this Policy, MILES COLLEGE prohibits discrimination on the basis of sex in its programs and activities. As defined by Title IX, discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

MILES COLLEGE does not discriminate in its admissions practices, except as permitted by law, in its employment practices, or in its educational programs or activities on the basis of sex. MILES COLLEGE also prohibits retaliation against any person opposing sex discrimination or participating in any sex discrimination investigation or complaint process, whether internal or external to MILES COLLEGE. Sex-based harassment, sexual assault, dating and domestic violence, and stalking are forms of sex

discrimination that are prohibited under Title IX and by the college's [Title IX Policy](#).