MidAmerica Nazarene University is searching for a Director of Career and Life Calling (CLC). The director provides strategic leadership as MNU launches a newly reimagined department consistent with the university’s mission and strategic plan. Over the next several years, the director is responsible for developing and expanding programs for undergraduate and graduate students as well as alumni. The director builds purposeful relationships with faculty, staff, alumni, student leaders, prospective students/parents and employers to provide resources and experiences that help students maximize their MNU education and successfully transition to a life of meaningful work.

The mission of CLC is to prepare students for a life of significance and purpose by fostering opportunities to explore and discern their God-inspired calling, develop their unique abilities, and live out their vocation as servant leaders. This position is initially funded as part of a larger Department of Education Strengthening Institutions grant. It is the intention of the University to institutionalize this position at the end of the grant.

Responsibilities:

Leadership
- Implement and inspire a philosophy of vocation and career in keeping with the Christian concept of calling, liberal arts tradition, the university’s mission and strategic plan, and best practices in higher education.
- Seek out innovative and best practice approaches to the delivery of career development to student and alumni, including new technology tools, vendor solutions, developmental models, and college-to-career programs.
- Develop, administer, and manage grant funded budget with appropriate monthly and annual reports.
- Stay abreast of local and national trends in career development, career assessment, employment, and vocation. Involvement in local, regional, and national professional associations.

Career Counseling and Advising
- Counsel individually with students and alumni on career development topics, graduate school process, and job search strategies. Assist and engage students in the development of career goals/objectives and action plans. Create career development resources associated with resume writing, interviewing skills, cover letters, etc.
- Advise students who are still deciding or considering changing majors. Assist students’ self-discovery process and understanding of the alignment between majors and careers.
- Utilize career assessment/personal awareness tools such as Strengths Finder, Focus II, MBTI, Strong Interest Inventory, and Spiritual Gifts Inventory.
- Coordinate, facilitate, supervise and evaluate career development programs and workshops to prepare students/alumni for the job search and selection process.
• Coordinate on-site career fairs and networking events. Prepare students for events through instructional workshops and digital resources.
• Manage ‘job board’ to facilitate connecting students and area employers. Act as the on-campus contact for employers wishing to post part and full-time positions.
• Work with the AVP for Academic and Professional success to explore the development of a freshman and sophomore career/academic advising program for undeclared/still deciding students.
• Coordinate internship program. Develop and maintain internship database. Develop business/organization contacts for student internships. Instruct students in appropriate strategies to search for internships and provide them with contacts and resources to find internships. Maintain appropriate paperwork for contracting. Coordinate with academic departments and internship sites to ensure appropriate evaluation and documentation.

Collaboration
• Coordinate with academic departments to support and develop career related initiatives and internships.
• Work with Spiritual Life and Student Development offices to strengthen, support and promote activities associated with vocation and life calling.
• Collaborate with Marketing on branding and creating appropriate print and online resources.
• Work with the office of University Advancement and Alumni to establish and maintain partnerships with alumni and external employers.
• Coordinate with the Master’s in Counseling program to provide practicum and internship experiences.
• Initiate and foster relationships with student leaders to ensure student perspectives and priorities remain central to department activities.
• Participate in community initiatives that involve career opportunities for students.

Qualifications:
• Self-starter, personable, organized and a team player
• Excellent at balancing multiple priorities
• Strong written and interpersonal communication skills
• Solid computer skills
• Experience/interest in web development, marketing, publications
• Experience planning, organizing and implementing career related events

Education/Experience:
• Bachelor’s degree from an accredited institution required. Master’s degree preferred in Higher Education, Counseling, Management, Student Development or related field.
• Strongly prefer training in career counseling with knowledge and certification in career assessment.
• Three years of relevant higher education professional experience.

To Apply: Send cover letter, resume, three professional references and a statement of faith to:
MidAmerica Nazarene University
Attn: Human Resources
2030 E. College Way
Olathe, KS 66062
hr@mnu.edu phone: 913 071 3427
Information for writing a statement of faith can be found at www.mnu.edu/jobs.

**Review of applications** begins immediately and will continue until the position is filled.

MidAmerica Nazarene University is interested in reviewing applications from qualified members of traditionally underrepresented groups in America, including women and racial and ethnic minorities.

MidAmerica Nazarene University policy prohibits discrimination on the basis of race, sex, religion,* age, color, creed, national or ethnic origin, marital status, disability, genetic information, or any other legally protected class in the recruitment and admission of students, in the hiring process, during employment, and in the operation of all university programs, activities, and services.

*Christian faith and employment at MidAmerica Nazarene University: MidAmerica Nazarene University is an expression of the Church of the Nazarene. It reserves the right to prefer employees on the basis of religion (Title VII, Section 702-703, U.S. Civil Rights Act of 1964). Preferred candidates demonstrate a strong commitment to the Christian faith, active participation in a local church, and a philosophy of Christian higher education consistent with the Wesleyan tradition.

Read the university’s full Non-Discrimination/Equal Employment Opportunity Statement at www.mnu.edu/jobs.