

**Associate Director, Experiential Learning and Internship Development**

**Career and Professional Development**

St. Edward’s University of Austin, Texas invites applications for the position of Associate Director for Experiential Learning and Internship Development. The Associate Director for Experiential Learning and Internship Development is responsible for creating, administering, and supporting career programs and services. This position is also tasked with fostering relationships with stakeholders (students, alumni, faculty, and external partners) to implement programming initiatives in collaboration with CAPD team and the Engagement and Communications Coordinator. The Associate Director will oversee outreach initiatives around experiential learning, internship and employer growth to support the Austin Impact component for the St. Edward’s University Strategic Plan of 2027. This position reports to the Director for Career and Professional Development.

Required qualifications:

* Bachelor's degree required
* Minimum of three to five years of experience in professional event management, recruiting, employer relations or career coaching/advising in a university or industry setting; university setting preferred
* Strong writing, presentation, and oral communication skills
* Strong technical and organizational skills
* Ability to work independently and as part of a team, exhibiting strategic thinking, sound judgment, initiative, and flexibility
* Ability to work with a broad range of internal and external constituents including students, employers, alumni, faculty, and staff
* Ability to comply with workplace guidelines and attendance requirements
* Successful completion of an employment and/or criminal history background check required

Preferred qualifications:

* Master's degree in counseling, higher education, human resources, or related field
* Understanding of international student population needs and legal issues pertaining to their curricular and optional practical training (OPT and CPT) restrictions
* Awareness of legal issues as they pertain to employment practices within the US
* Knowledge of local and national job markets and trends
* Experience and knowledge of career assessment instruments and their administration/interpretation
* Understanding and appreciation of the liberal arts

**Essential Responsibilities**

* Provide mentorship for Career and Professional Development staff members.
* Provide leadership in developing and implementing strategies for employer relations, while serving as primary contact and coordinator of all employer/recruitment activities, including development, implementation, and relationship management.
* Establish and cultivate relationships with targeted employers, graduate/professional schools and organizations.
* Collaborate with Student Engagement and Communications Coordinator to implement campus employer events, including, but not limited to fall and spring career fairs, part-time job fairs, graduate/professional school fairs, and recruitment tabling events.
* Develop and execute outreach and marketing strategy and collateral designed to attract campus recruiting partners.
* Provide the Director with support regarding the operational, financial and staff development activities for the Office of Career and Professional Development and serves as backup to the Director in his/her absence.
* In partnership with other staff, work with faculty to bring employers into classrooms relevant to specific employment opportunities.
* Collect and interpret data on employer relations and student/faculty areas of internship/job needs and requests.
* Become knowledgeable of the university’s various programs and majors to identify and develop programming and recruitment events reflective of the diversity of St. Edward’s academic offerings.
* Provide leadership in developing and implementing strategies for enhancing employer connections for students and alumni, improving employer services, and increasing recruiting partnerships with new employers.
* Cultivate and maintain close working relationships with university organizations and community agencies that might serve as resources for St. Edward’s students and alumni.
* In collaboration with the Director, conduct site visits to current and prospective campus recruiting partners to learn about internships, part-time jobs, and full-time employment opportunities for students and alumni.
* Review and provide feedback for a variety of deliverables, including graduate/professional school personal statements.
* Occasional weekend and evening work will be required, especially during peak recruiting seasons.
* Perform other duties as required.

***For detailed information, please scroll to the bottom of the page to download the job description.***

**The University offers an excellent TOTAL REWARDS package!**

*Medical & Rx Coverage – UMR (HSA & FSA Available)*

*Dental – Sunlife Dental*

*Vision – Sunlife Vision Plan*

*Short Term Disability (STD) Insurance*

*Long Term Disability (LTD) Insurance*

*Life & Accidental Death & Dismemberment (AD&D) Insurance*

*Employee Assistance Program (EAP)*

*Pet Insurance*

*Annual Leave & Paid Sick Leave*

*Retirement Plan – (TIAA) Employee 5%/Employer Match 7%*

*Tuition Benefits*

*Paid Holidays*

*Services & Discounts*

**HOW TO APPLY**

Interested applicants should submit an online application at; <https://stedwards.applicantpro.com>. Please include ***resume, cover letter, and three employment references***. No Calls Please. Applications will not be considered if it is missing any of these three items.

***In your cover letter, please describe your lived experiences that prepare you to contribute to diversity and inclusion at St. Edward's University?***

**EQUAL OPPORTUNITY EMPLOYER:**

St. Edward's University, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, or veteran status in employment, educational programs and activities, and admissions.

**ABOUT ST. EDWARD'S UNIVERSITY**

Founded in 1885 by the Congregation of Holy Cross, St. Edward's University is a private, Catholic liberal arts institution of more than 4,600 diverse students located in Austin, Texas.  St. Edward's emphasizes critical thinking and ethical practices, as well as small classes, personalized learning and exciting internship opportunities.  The community atmosphere extends to the approximately 800 faculty and staff who work together to make the university a welcoming yet challenging environment for students.  An overview of St. Edward's University employee benefits is available at; <https://www.stedwards.edu/human-resources/benefits-summary>.

**Sponsorship:**

We are not offering sponsorship at this time.

**Background Checks:**

A criminal history background check is required for finalist(s) under consideration for this position.

Reference #: J202016953  
Available: Immediately