University of Wisconsin - Madison
Position Vacancy Listing
PVL # 93747

Working Title:
Director, Career Management & Corporate Partnerships

Official Title:
STUDENT SV PR MGR III(P75NL)

Degree and area of specialization:
Master's or advanced/professional degree required.

Minimum number of years and type of relevant work experience:
Minimum of five years of commensurate measureable professional experience required. At least two years of experience in the following areas are strongly preferred: experience in career management, recruiting, talent development, and/or developing corporate relationships. Demonstrated knowledge in career management and an understanding of employment trends in the region and beyond is required.

Well qualified candidate will have:
- Experience with coaching/advising graduate business students and working professionals across industry sectors.
- Demonstrated commitment to a high-level of customer service.
- Experience in developing and managing programs, supervising staff and budget management.
- Commitment to working with a diverse population of faculty, staff, and students
- Commitment to an inclusive culture of professionalism with a focus on education, learning and development

Principal duties:
20% Strategic Planning/Administration
Develop and implement annual strategic plan for career management services for the Evening and Executive MBA students and program alumni.
- Set career management policies and communicate policies to administration, students and alumni.
- Manage career services operating budget.
- Manage all career related services.
- Assist in the hiring, training, and supervision of career services staff and student workers.
- Coordinate services provided by outside vendors.
- Collaborate with the Full-Time MBA career management center staff and other campus
partners as appropriate in the development of services.
g. Present periodic reviews and data reports to assistant dean in order to track progress to goals and validate strategic direction.
h. Benchmark peer Evening and Executive MBA programs to ensure competitive career offering exists and that the most desirable services are being offered.
i. Develop a set of metrics and track progress.
j. Stay current on developments in career management in order to best serve student-clients by participating in professional organizations, webinars, reading books and articles, conference presentations, subscribing to industry newsletters and more.

45% Direct Service
a. Distribute and interpret career assessments and resources to students of the Evening and Executive MBA programs. Examples include Career Leader, Clifton-Strengths and Human Synergistics LSI 1/2.
b. Conduct mock interviews, review resumes and cover letters, and assist students in development of personal career development plans.
c. Manage a broad portfolio of career development programming and events for students, alumni and corporate partners.
d. Offer student orientation events, M. Keith Weikel Leadership speaker series, career workshops, networking events, and seminars.
e. Utilize campus recruiting system to manage student accounts, communication and job postings.
f. Oversee annual hire process for Evening and Executive MBA students in their final year.
g. Utilize and market the recruiting portal providing access to students for resources related to job postings, appointment scheduling, and announcements.
h. Deliver career management workshops to students and alumni.
i. Oversee the development, planning and logistics of the 'networking' winter session weekend events including workshops and evening guest speaker.
j. Develop a network of executive recruiters primarily in the Milwaukee and Madison markets.

25% Corporate Partnerships
a. Develop and implement communication and marketing strategy targeting corporate and community relations utilizing web site, social media and other channels.
b. Align efforts with Evening & Executive MBA Admissions team, Full-Time MBA and other campus partners.
c. Expand corporate relations through activities such as exploratory interview sessions, workshops at corporations, networking luncheons, and panelist participants.
d. Lead annual signature networking event bringing business and industry to campus at the Wisconsin MBA Corporate Connections Social.

10% Brand Awareness/Marketing
a. Represent the Wisconsin School of Business at MBA Career Services & Employer Alliance and Executive MBA Council by acting on conference organization committees and/or delivering career management programming to colleagues and administrators from other schools.
b. Member of GMA SHRM and actively develop relationships with HR representatives across the Greater Madison area.
c. Actively participate in Social media activities including LinkedIn, Twitter and Facebook.
d. Develop materials, brochures, and/or videos that are branded and market career management services competitively.
e. Attend community events with associations or groups improving public awareness of program offerings.

**Additional Information**
This position requires availability to work nights and weekends. Some travel may be required

Diversity and inclusion are primary values for the Wisconsin School of Business and are integral to achieving our strategic goals. We seek candidates with an awareness of and commitment to the principles of diversity and inclusion across all spectrums. Our school is committed to continuously increasing the cultural competence of its staff and faculty members through school-wide forums and professional development opportunities.

**Requirements:**
A criminal background check will be conducted prior to hiring.  
A period of evaluation will be required

**Employee Class:**
Academic Staff

**Department(s):**
SCH OF BUSINESS EXEC MBA

**Full Time Salary Rate:**
Minimum $75,000 ANNUAL (12 months)
Depending on Qualifications

**Term:**
This is a renewable appointment.

**Appointment percent:**
100%

**Anticipated begin date:**
APRIL 16, 2018

**Number of Positions:**
1

**TO ENSURE CONSIDERATION**
Application must be received by: APRIL 02, 2018

**HOW TO APPLY:**
Please note that Wisconsin School of Business is not able to provide sponsorship for this position.

Please complete the online application. You will be asked to provide a cover letter addressing your qualifications and experiences specifically relating to the responsibilities of this position, a comprehensive resume and contact information of three references. All application materials will be reviewed by our search committee after the posted deadline. Applicants selected to participate further in the selection process will be notified directly. All applicants will be notified once a final selection has been made and the search has been completed.

**NOTE:** Salary for this position will be at or above the posted minimum rate based upon qualifications and experience.
Questions about the position can be directed to:
Nancy Andrews
975 University Ave Fax: N/A
Grainger Hall Of Bus Admin Email: nancy.andrews@wisc.edu
Madison, WI 53706-1324
Phone number (See RELAY_SERVICE for further information. )

If you need to request an accommodation because of a disability you can find information about how to make a request at the following website: http://www.oed.wisc.edu/478.htm

NOTE: Unless confidentiality is requested in writing, the names of applicants must be released upon request. Finalists cannot be guaranteed confidentiality. In the case where there are fewer than five finalists, the names of the five most qualified candidates must be released upon request.

UW-Madison is required by law to request data from applicants for employment in order to monitor its recruitment and selection practices. In order for us to meet this federal reporting requirement, please go to http://www.oed.wisc.edu/reports-and-forms.htm to fill out the Voluntary Self-Identification of Disability Form and the Applicant Self-Identification Form for Protected Veterans. Please reference the Position Vacancy Number when uploading your completed forms. Completing these forms is voluntary and your responses will be kept confidential and is not considered as part of the hiring criteria.

UW-Madison is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified individuals to apply.

Feedback, questions or accessibility issues: ohrwebmaster@ohr.wisc.edu

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