



## Want to work for a University Worth Discovering?

**WESTERN NEW MEXICO UNIVERSITY  
IS RECRUITING FOR A  
DIRECTOR OF CAREER SERVICES & COOPERATIVE EDUCATION  
STUDENT AFFAIRS  
(Job Code 343/Full-Time/Exempt)**

**RESPONSIBILITIES AND DUTIES:** Under general direction, provides career and job placement counseling and advisement to students and graduates of Western New Mexico University. Schedules advisement appointments with all students of Western New Mexico University to discuss job placement and/or career choice; maintains close contact with students with declared majors to assist them in selection of classes and prepare/develop a career plan upon graduation; assists and counsels student on development and presentation of credentials in appropriate resume format; provides general employment information (i.e. salary and job opportunities by field). Plans, develops, and implements career guidance workshops; plans, develops, and implements job skills workshops (i.e. mock interview sessions, proper interview attire and behavior, and interview tips) to ensure students understand and are prepared for their job search; plans, develops, and participates in campus as well as state sponsored job fairs and other career-preparedness events; develops and maintains close contacts with local employers for presentation of the University's graduates. Works closely with a variety of local employers to develop and implement paid and non-paid cooperative education programs; works with the University's academic department to develop representative course credit in recognition of cooperative work experience; forwards end of semester evaluation forms to participating employers and cooperative-education students to assess success and value of experience. Maintains departmental records and files of students' credentials; initiates follow-up correspondence and surveys of recent graduates to determine opinion of placement service regarding current position in field of study, appropriate academic preparedness, and appropriate work environment preparedness; compiles and prepares a variety of statistical reports of activities (i.e. number of graduates placed, percentage with jobs in field, and types of employer).

**MINIMUM EDUCATION AND EXPERIENCE:** Bachelor's degree in Business Administration, Counseling, or similar area and experience equivalent to three (3) years full-time work in career counseling, career placement, or closely related field.

**PREFERRED EXPERIENCE:** Master's degree in Business Administration, Counseling, or closely related field. Experience with groups from diverse backgrounds and proficiency in Spanish.

**LICENSES/CERTIFICATIONS REQUIRED:** Provide proof of a valid Driver's License in good standing, including a DMV record of history and current status, upon offer of an interview. WNMU Defensive Driver's Certification must be obtained prior to use of a University vehicle.

**SALARY: \$40,649 - \$45,000 DOE Annually**

**Review of applications will begin on Monday, January 9, 2012 and continues until filled.**

**TO APPLY:** Submit a WNMU application, a letter of intent, resume, a copy of unofficial transcripts (*official transcripts are required at the time of an offer to interview*), and five references with names, addresses, email addresses, and telephone numbers to: Western New Mexico University, Human Resources Department, 1000 W. College Ave./P.O. Box 680, Silver City, NM 88062. (The Human Resources Office is located In the Juan Chacon Building behind the School of Nursing Building in room 105 downstairs). **The WNMU application can be found online at: <http://www.wnmu.edu/jobs/employmentapp.shtml>.**

Western New Mexico University serves a diverse multicultural population of nearly 3,000 students including non-traditional students. Exemplary teaching, quality programs, commitment to diversity, and enhanced regional service characterize WNMU's mission. All qualified applicants will receive consideration without regard to race, color, religion, gender, age, handicap, or national origin. **WNMU is an affirmative action/equal employment opportunity employer.**