



Position Description

Career Services Specialist – (Business & Accounting)

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. [KWU Employment Application](#)
2. Cover letter,
3. Resume/curriculum vitae,
4. Three references,
5. Desired salary (may be entered on application)
6. Please email your application materials to hr@kwu.edu.

The timeline for filling this position is:

- Applications will be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- The position starts as soon as possible.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION'S TITLE: Career Services Specialist - Business & Accounting

POSITION'S OPERATING GROUP: Provost

OPERATING GROUP'S PURPOSE AND MAJOR RESPONSIBILITIES: The Provost Group is responsible for the development and delivery of the entire academic program at KWU. This includes the determination and selection of all faculty, the design and delivery of all academic curriculum, and the design and delivery of all information services required to support these academic services. In addition, the Provost Group is responsible for all academic assessment and to ensure University accreditation and increased student success in all academic areas of the University.

POSITION'S DEPARTMENT: Al Nelson Student Success Center

DEPARTMENT'S PURPOSE AND MAJOR RESPONSIBILITIES: To support students in academic and personal success both during their time at KWU, but also in preparation for life and career success with specificity to the Business and Accounting Department.

POSITION'S DIRECT SUPERVISOR: Director of Career Services

DATE POSITION LAST REVIEWED OR ANALYZED: May 2024

POSITION'S EMPLOYMENT STATUS: Full-time, Staff, Exempt, At-Will

POSITION'S SALARY OR SALARY RANGE AND BENEFITS: Salary to be determined at hiring based on the applicant's qualifications and experience. Benefits are available for full-time employees.

POSITION INFORMATION

POSITION SUMMARY: This position is responsible for helping students with learning and activities associated with career professionalism. Through engagement with Career Services, students will acquire the fundamentals to be successful in the job search and as new professionals within a wide range of job fields. Further, this position will work extensively with students who have identified a major within the department of Business and Accounting.

POSITION WORKS WITH: A wide range of campus constituents, including students, staff, faculty, and administration.

POSITION'S STAFF AUTHORITY: None

POSITION'S BUDGET AUTHORITY: None

POSITION'S PHYSICAL WORKING CONDITIONS: Inside a temperature-controlled office environment.

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: None

POSITION'S EQUIPMENT: University phone system, University computer system, desktop computer.

POSITION'S WORK SCHEDULE: A flexible work schedule of 40 hours per week requiring working some nights and weekends to accommodate students and the department. Irregular hours are required at high peak times of the year.

POSITION'S TRAVEL REQUIREMENTS: Approximately 60% of time spent in a temperature-controlled office environment and 40% of the time spent in a travel environment on campus or at community events.

POSITION DUTIES AND PERFORMANCE STANDARDS

POSITION'S ESSENTIAL RESULTS, BEHAVIORS, AND PERFORMANCE MEASURES:

CAREER SERVICES:

- Planning, teaching, and conducting workshops/events to facilitate education and career planning for students in the Business & Accounting Department.
- Assist in the engagement of local, regional, and national employers to maintain employment, internship, and job-shadowing opportunities specifically related to the Business & Accounting Department.
- Assist in the maintenance and promotion of the Career Services Employment Outreach Program specifically opportunities specifically related to the Business & Accounting Department.
- Assist in the assessment of career-services-focused education and career planning needs; plan events, locate and develop resources to meet these needs specifically related to the Business & Accounting Department.
- Assist in the maintenance of career services statistical data, creating weekly, monthly, semester, and annual reports.
- Teaching option of up to 6 credit hours per semester. (Business or Accounting courses).

OTHER DUTIES

- Performs other duties as assigned by the position's supervisor.

POSITION QUALIFICATIONS

EDUCATION:

- MINIMUM REQUIRED: Masters (MBA or equivalent)
- PREFERRED:

CERTIFICATIONS AND LICENSES:

- MINIMUM REQUIRED: None
- PREFERRED: None

WORK EXPERIENCE:

- MINIMUM REQUIRED: One year of work experience (or equivalent internship) in career services or related experience.

KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA’s:

- MINIMUM REQUIRED
 - Commitment to the philosophy of private higher education and the mission of the University.
 - Demonstrated ability to prioritize multiple and sometimes conflicting projects and responsibilities.
 - Demonstrated high level effectiveness in using Word, Excel, Power Point, and Outlook.
 - Have or be able to obtain a valid driver’s license.
 - Enthusiasm and positive attitude toward creating a caring, student-centered environment.
 - Extremely well organized with excellent follow-through ability and polished presentation skills.
 - Demonstrated ability to maintain confidentiality.
- PREFERRED
 - Demonstrated ability to create and organize effective, efficient plans, and to execute those plans within required timelines; and to do so with limited supervision.

NOTICE OF SPECIAL JOB OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of Kansas Wesleyan University, all employees of Kansas Wesleyan are to be considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. To fulfill its mission as a Christian institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.