



### SOACE Career Services and Human Resources

**Name of Organization:** Clemson University College of Business & Behavioral Science

**Position Title:** Director of Student Enrichment

**Position Function:** The College of Business and Behavioral Science (CBBS) at Clemson University invites applications for the position of Director of Student Enrichment/Lecturer. The responsibilities of the position include but are not limited to the following:

- Direct the activities of CBBSs Office of Student Enrichment. Duties include:
- Oversee the planning and delivery of all current student enrichment workshops and programs in cooperation with CBBS academic departments and other Clemson University units.
- Develop new initiatives to further enhance student enrichment programs.
- Oversee the planning and delivery of CBBS international programs (student and faculty) in cooperation with CBBSs International Programs Coordinator and Clemson's Office of International Affairs.
- Act as a mentor to CBBS upperclassmen by, for example, informing and encouraging them to take advantage of opportunities such as internship, co-op programs, and study abroad.
- Cultivate existing industry contacts and build new relationships with prospective employers. This could include participating in workshops and receptions outside normal office hours.
- Travel to CBBS Alumni events as required by the Dean / Associate Dean.
- Meet one-on-one with students regarding career and/or graduate school preparations.
- Assist the Director of CBBS Leadership Programs as needed.
- Serve as faculty mentor for the CBBS Undergraduate Student Advisory Board.
- Supervise and evaluate the office staff.
- Aid the CBBS Academic Advising Center with summer orientation as needed. Participate, as needed, in classroom instruction for BUS 101: Introduction to Business (a one credit-hour freshman course).
- Other duties as assigned by the Dean / Associate Dean of CBBS. This is a 12-month non-tenure track position with annual review and renewal based on performance. Salary is competitive. This position will report to the Associate Dean responsible for CBBS undergraduate programs.

**Essential Duties & Responsibilities:** The College of Business and Behavioral Science (CBBS) at Clemson University invites applications for the position of Director of Student Enrichment/Lecturer. The responsibilities of the position include but are not limited to the following:

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**Minimum Qualifications:** Applicants must have a minimum of a Masters degree (preferably in business or a related field) and should possess a genuine and energetic desire to mentor students and the ability to work well with college faculty, staff, and other university agencies as required. Prior work with students in higher education is required and experience in career services is also preferred. This is a very visible position for CBBS and the ability to provide positive first impressions to students and family members is critical to our success in carrying out the CBBS mission. Strong communications skills and a strong commitment to student career development and academic success are required.

**Preferred Qualifications:**

**Instructions for Applying:** To apply, please submit the following documents electronically as a single PDF file to James Gaubert at [cbbs.ose@gmail.com](mailto:cbbs.ose@gmail.com) Current resume, statement of your views on the role and importance of mentoring undergraduate college students as they prepare for a career in their chosen field (include evidence of your experience or approach), and a list of at least three references and their contact information. Review of materials will begin immediately and continue until the position is filled. To ensure full consideration, please submit materials by January 10, 2012. JEANNE CLERY ACT: The Jeanne Clery Disclosure Act requires institutions of higher education to disclose campus security information including crime statistics for the campus and surrounding areas. As a current or prospective Clemson University employee, you have a right to obtain a copy of this information for this institution. For more information regarding our Employment, Campus Safety and Benefits, please visit the Human Resources - Prospective Employees web page shown below: <http://www.clemson.edu/cao/humanresources/prospective/> CLOSING STATEMENT: Clemson University is an Affirmative Action/Equal Opportunity employer and does not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status or genetic information.

**\*Posting Date:** 12/7/11

**\*Expiration Date:** 1/7/11

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**URL link directly to Job Announcement:**