

## Position Opening for Director of Career Services

**Department:** Student Affairs

**Reports to:** Vice President for Enrollment & Student Affairs

**Summary:** The Director of Career Services is MCA's resident expert on career development of visual artists and is based in the Student Services office. The director educates various audiences on issues related to the work lives of visual art professionals. This is accomplished through career counseling, educational programming, resource development and department/institutional collaboration. He or she also contributes to various College initiatives and actively participates in the life of the campus community.

### Responsibilities

#### CAREER COUNSELING

- Guides personal assessment and career exploration of students and alumni in both individual and group settings; advises students on opportunities to acquire career-related training through academic and nonacademic programs; coaches students on matters related to career management.

#### EDUCATIONAL PROGRAMMING

- Solicits for, plans and implements the college's internship program. Oversees the Ferris Intern Summer Scholarship program.
- Encourages student and alumni participation in Career Services Programs through active solicitation and responds to needs expressed by both.
- Encourages colleagues to share their professional networks in the interest of student and alumni career development to educate the campus community about work in creative fields.
- Plans and executes the following annual programs/events: Business of Art Session, Careers In Art Day, Planning for Grad School Session, Portfolio Prep Session, Career Fair and Slide photo shoot for student portfolios

#### RESOURCE DEVELOPMENT

- Disseminates useful information to targeted audiences through efficient channels, including newsletters, e-mail, website, social networks, and postings. Recommends purchase of printed and electronic resources for independent career-related research.
- Makes freelance projects, contests, call for entries, etc. that come in to the school from the outside available to students via postings on bulletin boards, in the student newsletter, notices in student mailboxes, through the Job Manager, etc.
- Works with other departments to promote career development potential of MCA's programs; assists in developing additional experiential education programs. Administers the college's Give Back program.

#### DEPARTMENTAL AND INSTITUTIONAL COLLABORATION

- Conducts regular assessment of needs and program effectiveness. Tracks student placement statistics

- Maintains knowledge of current practices in career counseling and employment as well as climate for work in cultural fields; participates in relevant professional associations; represents MCA at occasional local, regional, or national conferences.
- Serves on internal and external committees as required; collaborates on career development-related projects with other arts organizations when appropriate.
- Contributes to planning and execution of departmental and college-wide programs.
- Produces communication tools and networking occasions, including an annual campus-wide career event (career fair), that fosters connections between students and career opportunities.
- Serves as the editor and coordinator of the In Black & White bi-weekly blog/newsletter.

### **Qualifications**

Bachelor's degree required; master's degree in art, counseling, education, human development, or a related field preferred. Knowledge of personal and professional growth processes; proven problem-solving abilities; ability to work collaboratively; ability to design intentional educational experiences; and an enthusiasm for working with and helping students succeed. Excellent organizational, written and verbal communication skills required. Ability to write reports, track data, and assess student learning outcomes.

To Apply:

Submit a Cover Letter, Resume and Salary Requirement to the:

Director of Career Services Search  
Attn: Vice President for Enrollment & Student Affairs  
Memphis College of Art  
1930 Poplar Avenue  
Memphis, TN 38104

or electronically to [smiller@mca.edu](mailto:smiller@mca.edu) No phone calls please.

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