

Director of Career Services

Duke Kunshan University

Job Description

Position Overview:

Duke Kunshan University is seeking to hire a pro-active, highly energetic professional to take in the role of Director of Career Services. DKU is a Sino-US joint venture university involving a strategic partnership between Duke University, Wuhan University and the city of Kunshan. The qualified individual will be someone highly familiar with the career planning function within a university environment as well as someone with innovative ideas about how to facilitate engagement with potential employers in business, government and the nonprofit sector. This is a new position designed to support both our new 4 year undergraduate degree program as well as our existing graduate programs at DKU. Accordingly, the qualified individual will have a unique opportunity to shape the structure and operations of this office. The Director will report directly to the Executive Vice Chancellor.

Reports to:

Executive Vice Chancellor, Duke Kunshan University

Essential Duties:

- Design and develop the new Career Services Office at DKU, including the essential policies and procedures that define the role and function of the office.
- Develop and maintain an employment referral system; identify, cultivate and solicit new sponsors and partnerships with local, provincial and national organizations, including domestic and multinational corporations, government agencies, and non-profit organizations.
- Develop contacts with key stakeholders to meet student needs for internships and long term employment. Help tailor the DKU intern program to specific needs of the students.
- Develop, plan and implement professional training and preparation activities and materials for DKU undergraduate and graduate students to develop interviewing skills, public speaking and presentation skills, and professional writing skills. Also work with students to help establish realistic career plans, job search skills, resume and cover letter preparation skills, and employment assessment.
- Develop and coordinate promotion and publicity for all career planning and placement related programs and events to include producing announcements, designing and distributing ads, posters and flyers, and designing and producing newsletters and brochures.

- Work with the program directors and deans to provide quality programmatic information for placement purposes.
- Promote, schedule and coordinate on-campus employment recruitment visits. Establish and maintain timely employment referral activities; organize and maintain up-to-date career resource library and files on potential employers.
- Maintain records of placement activities and prepare special reports and analyses illustrating current employment trends and appropriate recommendations or conclusions. Represent the office before internal and external groups and individuals to explain placement programs and procedures.
- Other tasks as assigned.
- University employees' job responsibilities will continue to expand in scope and depth as the University grows in size and complexity in its programs.

Required Qualifications:

- 7+ year' experience in career planning and placement activities at the university level;
- Solid experience working with potential employers, including development of a formal recruitment system for hiring new graduates;
- Strong experience designing the various facets of career planning and preparation for students from their initial arrival on campus to the point of their graduation;
- Strong experience developing, managing, and overseeing student internships for summer and during the academic year;
- Strong writing and verbal communication skills. Chinese language skills (Mandarin) would be a real plus;
- Ability to work in a team oriented environment in a setting that reflects the ongoing need for sharing information and close collaboration with colleagues from across the university academic and administrative infrastructure, especially the Office of Student Affairs;
- Familiarity with the China business environment and the Chinese human resources situation, and the overall talent plans and policies of the PRC government at the national and local levels.