

Vacancy Announcement System (VAS)

Position Vacancy Announcement Request

Date: 08/05/2020 Department: Student Affairs and Enrollment Management

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Application Deadline: September 04, 2020 Date position to be filled: Until Filled

Position Title: Director of Career Counseling & Veterans Affairs Civil Service Pay Level: _____

Salary (annual): _____ or Salary Range: 40,000 to 45,000

Please check all categories that apply to this position:

Status:	Faculty Position	Unclassified Position	Classified Position
<input type="checkbox"/> Part-time % of time	<input type="checkbox"/> Temporary	<input type="checkbox"/> Administrative	<input type="checkbox"/> Probationary
<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Tenure	<input type="checkbox"/> Temporary	<input type="checkbox"/> Job Appointment
	<input type="checkbox"/> Tenure Track (Probationary)	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Provisional Appointment
	<input type="checkbox"/> Grant	<input type="checkbox"/> Grant	FOR HR USE ONLY: CS Job Code:
	<input type="checkbox"/> Contract	<input type="checkbox"/> Contract	

Contact Person: Katina Jones, HR Analyst Telephone No: 504-286-5271

Contact Email Address: kajones@suno.edu

Contact e-mail address is for:

Human Resources utilization only posting to VAS website

Brief job description [Maximum 12 lines @ 250 characters (including spaces) per line]:

The Director of Career Counseling and Veterans Affairs reports directly to the Vice Chancellor of Student Affairs & Enrollment Management. The Director of Careers Counseling, Placement and Veterans Affairs directs the operation, policy-making, and development of career services for student and alumni. Career services focuses on providing conseling and assistance concerning career and vocations assistance.

Minimal qualifications [Maximum 12 lines @ 250 characters (including spaces) per line]:

Master's Degree from a regionally-accredited institution and three (3) years of experience in career development and/or employment counseling or the equivalent.
Excellent conflict resolution skills, organizational skills, and customer service skills.
Proficient in MS Office products and the ability to learn other software programs.
Demonstrated ability to prioritize and handle multiple tasks and projects simultaneously and meet stated project deadlines.

Remarks/How To Apply (letter of application, curriculum vita, resume', references, etc)/Mailing Address

[Maximum 12 lines @ 250 characters (including spaces) per line]:

Send cover letter, resume, official transcript(s), and three reference names:
Katina Jones, Human Resources

Note: Approved Position Vacancy Authorization form(s) must be received in the Office of Human Resources before vacant positions will be announced.