

Date Posted: 07/30/12

**University of Houston  
Graduate College of Social Work  
JOB OPPORTUNITY POSTING**

**Job Title:** Director, Undergraduate Business Career Counseling

**Employer/Agency:** University of Houston Bauer College of Business

**Job Description:** Oversees career counseling and student leadership services of a college career center through supervision of professional staff, development and assessment of services and fostering relationships with employers, student organizations and faculty. Manages day-to-day operations for career counseling services and student leadership, including supervision and training and development of professional staff; develops career counseling delivery systems and administers program assessments. Advises students and alumni on complex issues related to career development and job search. Assists with employer outreach, cultivates relationships with employers, and marketing as appropriate for the college career center. Participates in local and national events. Oversees involvement of staff with employers and staff involvement of local and national events. Manages purchasing for Career Counseling and Student Leadership services. Makes recommendations and enforces policies related to career counseling services. Assists with administration of required undergraduate career courses. Other job-related duties as assigned.

**Qualifications:** Requires a Master's degree or equivalent formal training in a recognized field of specialization that is directly related to the type of work being performed. Requires a minimum of one (1) year of directly job-related experience. Experience will not be used in lieu of education. Education will not be used in lieu of experience.

**Salary/Hours:** DOE

**Employer/Agency:** Rockwell Career Center C.T. Bauer College of Business University of Houston  
**Address:** 4800 Calhoun Road  
**City, State, Zip:** Houston, TX 77204

**Contact Person:** Jamie Belinne  
**Contact Title:** Assistant Dean for Career Services  
**Email Address:** jbelinne@uh.edu

**Application Method:** Apply online at <https://jobs.uh.edu/postings/14250>

**Opening Date:** Immediate

*If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@sw.uh.edu](mailto:mswjobs@sw.uh.edu) with the hiring details of your new job opportunity. Thank you*