

Executive Director of the IMPACT Center

University invites applications for the newly created position of Executive Director of the IMPACT Center. Reporting directly to the Provost, this position will be responsible for providing visionary leadership in the creation and operation of an IMPACT Center, which will be the hub for career readiness for all Muskingum University students.

The successful candidate will develop and maintain partnerships, both within the University and with external business partners, to provide every student with high-impact experiential learning opportunities that leads to meaningful employment and service.

MAJOR RESPONSIBILITIES

- Develop a strategic plan for the creation of a seamless program of career readiness experiences to ensure that every Muskingum student graduates with the skills, experiences, and self-awareness to be successful in attaining employment or graduate school admission.
- Provide programming, resources and consultation to scaffold workforce and career readiness into the curricular and co-curricular experiences of Muskingum University students.
- Facilitate partnerships with industries and agencies to support a continuum of industry-related work experiences ranging from exploration to professional internships and spanning across employment sectors.
- Expand the existing internship program by establishing a network of local, state, regional, and national internship opportunities and developing training and support opportunities for internship sites and supervisors.
- Assure that each student has access to a range of high-impact learning experiences including on- and off-campus research, leadership, entrepreneurship, study away, and civic engagement opportunities for students.
- Collaborate with the Director of Integrative Advising to assist in e-Portfolio implementation and embed exploration of career pathways into integrative advising touchpoints.
- Provide administrative oversight for career services functions, including student career advising and consultation, targeted job fairs, networking events, mock interviews, resume review, graduate school applications, and other student educational programs.
- Develop data systems to gather baseline data, track participation, and assess outcomes for students across the six targeted high-impact experiences (internships, student-faculty research, leadership, entrepreneurship, civic engagement, study away).
- Develop and maintain employer satisfaction surveys and tracking of graduate program completion rates to inform and improve student preparedness programming.
- Establish an advising group of community, civic, and employment partners to guide experiential learning opportunities for students.
- Contribute to the educational mission of the university by teaching selected courses.

The above statements reflect the general duties and responsibilities necessary to describe the major functions of the position and should not be considered a complete description of the essential functions of the position. This Job Description is not intended to be all inclusive. The employee will be assigned by the immediate supervisor to perform other duties as needed or to perform other related duties, including special projects.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Minimum of eight years' experience in higher education, human resources, agency administration, or related field involving guiding growth and skill development.

- Master's degree in education, higher education administration, business administration or related field required.
- A record of leadership in creating, promoting, implementing and assessing new programs.
- Integrative understanding of vocational exploration, career competencies, and high impact educational practices.
- Strong interpersonal skills facilitating effective partnerships with internal and external entities and connecting with students from a diversity of backgrounds.
- Excellent verbal, written, and professional presentation skills.
- Proficient in the use of databases and software to deliver career services and track outcomes.
- Commitment to inclusive excellence as the foundation for development of impactful programs.
- Passion for supporting undergraduate education and preparing students for lifelong learning and careers of the future.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES

- Doctoral Degree

WORKING CONDITIONS AND PHYSICAL EFFORT

- Limited physical effort required but may include occasional standing for periods of time or moving items weighing less than 20 pounds.
- No or very limited exposure to physical risk.
- Work is normally performed in a typical interior/office work environment.
- Some evening and weekends may be required.
- Some travel will be required.

ABOUT THE INSTITUTION:

Muskingum University, a comprehensive university founded in 1837 in the liberal arts tradition, is located seventy miles east of Columbus, Ohio, in the village of New Concord. The University's total undergraduate, graduate, and adult-learner student population is approximately 3,000. The residential campus houses approximately 850 students, or 70% of the undergraduate population. Undergraduate students are engaged in a diverse array of social and academic organizations, including a vibrant Greek community, multiple organizations serving diverse populations, and service and leadership societies. Nearly 50% of the student population is involved in athletics, including 21 NCAA Division III teams, intramurals, and a newly launched eSports team.

The University actively seeks out and welcomes faculty and staff who are committed to excellence in teaching and student learning thrive in a collaborative environment of scholars, embrace experiential learning, consider the engagement of diverse communities in the educational experience, and desire to mentor a multicultural student population. As an equal opportunity employer, Muskingum welcomes applications from individuals from populations which have been historically underrepresented in the academy and/or have experience with students from diverse backgrounds.

Applications must include a letter of interest, resume, and a list of 3 professional references and should be sent by email to careers@muskingum.edu or fax to 740-826-6131. Please include the position title in the subject line of your correspondence. This position will remain open until filled, with review of candidates to begin immediately.

Muskingum University does not discriminate in its employment or educational programs or activities. Please visit [Non-Discrimination Statement | Muskingum University](#) to review the University's official non-discrimination statement.