



Job Vacancy Announcement
Director of Career Services

POSITION TITLE: Director of Career Services

JVA#: 2026-38

DEPARTMENT Vice President of Student Affairs and Dean of Students

POSITION SUMMARY: Reporting to the Vice President of Student Affairs and the Dean of Students, the Director of Career Services provides comprehensive career planning and placement services for Bluefield State University students. The Director serves as the key resource for advising and counseling students on their career exploration and employment placement. The position assists students and graduates in developing, evaluating, and implementing career, educational, and employment decisions and plans throughout their time at Bluefield State University. Serving on the Dean of Students leadership team, the duties and responsibilities of the position include, but are not limited to, planning and evaluating career placement activities, programs, and events; identifying internships; assisting students in all aspects of entering the job market; assisting with resume writing and interview counseling; and forming strategies for gaining employment in a broad variety of spheres.

POSITION CLASSIFICATION/COMPENSATION: This position is a Nonclassified, full-time, and carries an Exempt status under the Fair Labor Standards Act, and serves at the will and pleasure of the President. Actual compensation will be commensurate with specific qualifications and experience related to the position. The position is dependent upon available funding.

CORE RESPONSIBILITIES:

- Provide career advising, career counseling, interest assessments, and job placement services to undergraduate, graduate, and alumni/ae of Bluefield State University regarding career options, selections, career planning, job searches, and internships.
- Coordinate career counseling activities and programs, including Career/ Job Fairs, Graduate School Fairs, Specialized Fairs, Employer Information Sessions, Mock Interview Days, Alumni shadow programs, speakers and panels, off-campus and on-campus recruiting, networking, and industry events, assisting with resume writing and interview preparation, and performing other aspects relative to students entering the job market.
- Provide comprehensive current employment positions via website postings for students and alumni.
- Ensure availability and maintain current listings of available internships, cooperative education, and related career opportunities for BSU students.

- Promote the office of career services to students, alumni, and employers through a variety of marketing efforts to cultivate job leads and promote student graduates as potential candidates.
- Establish office policies and procedures, prepare regular reports, and collect and analyze research data relevant to the career planning and placement of students and alumni.
- Assist students with search techniques, resume construction, preparation, critiques, cover letters, interviewing strategies, and networking strategies.
- Conduct student workshops and seminars concerning career preparation, interview skills, and job search techniques.
- Coordinate with other schools and departments to identify and implement joint initiatives that would introduce new, career-related opportunities and benefits to students.
- Assist in the development of a budget and maintain fiscal responsibility, including making sure expenditures are within budget.
- Serve as the liaison with companies, community members, external organizations, and individuals offering career opportunities or internships to BSU students.
- Develop and maintain partnerships and relationships with businesses, industry, and non-profits for the purpose of keeping university programs current and vital as well as networking. To ensure maximum opportunities for BSU students and alumni.
- Remain current regarding trends in career education, employment, the economy, and affiliated business and industry to support students and alumni.
- Track licensure requirements for professional practices germane to BSU academic programs.
- Attend all Division of Student Affairs staff meetings and training programs.
- Supervise intern and student workers within the office, if any.
- Perform additional responsibilities and special projects as assigned by the Vice President of Student Affairs and Dean of Students.

MINIMUM REQUIRED QUALIFICATIONS: Master's Degree in counseling, students' personnel administration, management, business administration, social sciences, human resources, or related field, and two years of relevant experience, OR a bachelor's degree in an appropriate area and four years of relevant experience.

Bachelor's degree from an accredited institution, preferably in business administration or human resources management, required. Minimum of 2 years of experience in Stakeholder engagement, marketing, sales, career development, career counseling, or human resources. In addition, meet these specific skills:

- Knowledge of industry relations, employment trends, student development, career services, marketing, and outreach strategies.
- Skilled in computer applications
- Excellent facilitative skills and interpersonal skills.

- Good presentation skills, listening skills, helping skills, relationship management, and program development.
- Ability to work independently and contribute to a team.
- Experience working with diverse populations.

THE UNIVERSITY: Bluefield State University, a historically Black Institution, is dedicated to preparing students for meaningful careers, informed citizenship, and active community service in an ever-changing global society. We provide affordable and accessible pathways to higher education through certificate, associate, bachelor's, and master's degree programs. **BSU welcomes all qualified candidates to apply.** For more information about the University, please visit www.bluefieldstate.edu.

APPLICATION PROCEDURE: Completed applications are to be submitted in electronic format only to humanresources@bluefieldstate.edu and must include:

1. Letter of interest specific to the position;
2. A completed BSU Employment Application (form available at <https://www.bluefieldstate.edu/resources/human-resources/jobs>);
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidate).

Please **do not** include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents. **Also, Bluefield State University does not provide H1B visa or employment sponsorship**

DATE POSTED: June 29, 2026

CLOSING DATE: For full consideration, applications must be received by 4:00 pm EST on July 14, 2026. Applications will be accepted until the position is filled; however, applications received after the deadline may not receive full consideration.

Bluefield State University is an HBCU, EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The university complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State University does not provide an H1B visa or employment sponsorship.