IUPUC—Indiana University-Purdue University Columbus—continues to deliver high-quality undergraduate and graduate degree programs aligned with and responsive to regional educational needs since 1970. IUPUC is located in Columbus, Indiana, and enrolls between 1,500 and 1,800 students annually. IUPUC offers academic programs to students who reside in Bartholomew, Brown, Decatur, Jackson, Jefferson, Jennings, Johnson, Ripley, Shelby, and other counties in southern Indiana.

We seek greater diversity in our faculty and staff to broaden students’ academic experience and to enrich our campus community. Candidates must be sensitive to the needs of and possess an interest in working in an academic community that is diverse with regard to gender, race, ethnicity, religion, nationality, sexual orientation or identity, disability status, and protected veteran status.

The Department of Enrollment Management currently has a Student Services Generalist position available in the role of Associate Career Services Program Director. The Associate Career Services Program Director is responsible for the day-to-day operational functions of the IUPUC Office of Career Services in addition to academic advising responsibilities to seamlessly support prospective and existing students.

This position is responsible for performing duties such as administering one-on-one career services counseling in addition to individual and group academic advising sessions; orchestrating and maintaining student on-campus employment; coordinating career services events and workshops; managing recruitment and outreach strategies to attract and retain students in various disciplines; and collaborating with the Office of Communication and Marketing to obtain materials and plan strategic campaigns.

**REQUIREMENTS**

Bachelor’s Degree in higher education student affairs, public affairs, counseling, social work, education, business, or related field. A Master’s degree in a related field is preferred. 2 or more years in student services, higher education, or related field is required. Combination of related education and experience may be considered.

The successful candidate should possess the ability to have demonstrated time management and priority setting skills; maintain a high degree of professionalism; demonstrate a high commitment to quality; possess flexibility to work in a fast paced, dynamic environment; highly thorough and dependable; possess a high degree of initiative and professionalism; ability to build strong customer relationships; demonstrated ability to maintain confidential information; effective interpersonal skills; demonstrated customer service skills; Ability to build strong partnerships with students and other university department; and committed to working with people of diverse backgrounds and demonstrated cultural competency.

**INSTRUCTIONS ON HOW TO APPLY**

Qualified applicants interested in the position must apply online at [https://jobs.iu.edu/](https://jobs.iu.edu/) Search for **Job ID 302209**. A resume must be submitted with your online application. The opportunity is currently available to internal candidates and the deadline for applications is **August 31, 2022**.

**BENEFITS/PERKS**

University-sponsored benefit plans are a significant part of Indiana University’s total compensation package. You may want to go to [http://hr.iu.edu/benefits/](http://hr.iu.edu/benefits/) to learn more about the resources, services, and other generous benefits available to Indiana University employees.

Columbus is located one-hour south of Indianapolis, 1¼ hours from Louisville, and 1½ hours from Cincinnati. Columbus is a unique Midwestern community with a population of 46,000 known for its world-class architecture. The American Institute of Architects ranked Columbus sixth in the nation for architectural innovation and design – right behind Chicago, New York, Boston, San Francisco, and Washington, D.C. There are wonderful programs for young children, many parks, excellent philharmonic orchestra, and people trails. The community is also well known for its culture and its predilection for innovation. For further information, please visit: [http://www.iupuc.edu/](http://www.iupuc.edu/) and [http://columbus.in.us](http://columbus.in.us).

**COVID Information**

Due to the COVID-19 pandemic, there may be differences in the working conditions as advertised in our standard job postings (e.g., the ability to travel from one campus to another, etc.). If you are invited for an interview, please discuss your questions or concerns regarding the working conditions at that time. Beginning with the fall 2021 semester, all Indiana University students, faculty, and staff will be required to be fully vaccinated for COVID-19 as a condition of enrollment / employment. To learn more about this requirement, view our COVID-19 vaccine information page.