



## Director of Career Development

**Department:** Academic Affairs  
**Status:** Exempt, Full Time  
**Closes:** Open until filled

**Report To:** Associate VP for Curriculum & Instruction  
**Classification:** Administrator

### What We're looking For

We seek a dynamic, creative, and collaborative leader who will:

- Bring new energy to student outreach, making career services accessible and visible to all students.
- Strengthen faculty partnerships and embed career development into the academic experience.
- Expand opportunities for alumni mentorship and employer engagement.
- Balance innovation with sustaining essential services such as internships, career fairs, Handshake, and first-destination reporting.
- Advocate for Career Development as a vital part of student success and institutional identity.

### POSITION SUMMARY

Mercyhurst University seeks a visionary and student-centered leader to serve as the Director of Career Development, revitalizing career services to create a culture of career that empowers our students while honoring our liberal arts tradition. This is a pivotal moment for the university: we are building on strong internship programs and successful employer engagement, while reimagining how career development integrates into every student's academic and co-curricular journey.

The Director of Career Development will provide strategic leadership, innovation, and management of all career-related initiatives for Mercyhurst students. This leader will ensure that students have the tools, resources, and networks to thrive after graduation, while fostering deep partnerships with faculty, alumni, employers, and the broader university community.

The Director will oversee core functions such as internships, first-destination outcomes, and career fairs, while expanding student outreach, alumni engagement, and faculty collaboration to create a holistic, integrated approach to career readiness.

### DUTIES AND RESPONSIBILITIES

#### Strategic Leadership & Vision

- Reimagine career development as a campus-wide culture embedded across the student experience, aligned with Mercyhurst's liberal arts identity.
- Develop new models of student outreach and engagement, ensuring every student has access to meaningful career exploration, mentorship, and planning.
- Lead efforts to elevate Career Development's visibility by partnering with Admissions, Academic Affairs, Student Life, and Advancement.

#### Student Engagement & Services

- Provide high-quality career counseling, coaching, and programming tailored to students' academic



pathways and career goals.

- Design innovative career fairs and networking opportunities—including school-specific and virtual models—to reflect the needs of today's students and employers.
- Partner with academic advisors, faculty, and campus services to ensure career resources are integrated into curricula, co-curricular programs, and advising.

### **Alumni & Employer Engagement**

- Collaborate with Advancement to activate the alumni network for mentoring, job shadowing, internships, and employment opportunities.
- Strengthen employer relationships to expand internships, career placements, and experiential learning opportunities.
- Serve as a primary representative of the university to employers, professional associations, and industry partners.

### **Data, Assessment & Accountability**

- Oversee First Destination Survey and internship reporting, ensuring compliance with institutional and accreditation requirements.
- Use career outcomes data to inform programming, faculty engagement, and institutional planning.
- Advocate for resources, staffing, and space that position Career Development as a central, accessible student service alongside Academic Support and Commuter Support.

### **EDUCATION AND EXPERIENCE**

- Master's degree in higher education administration, counseling, student affairs, or related field required.
- Minimum 5 years of progressive leadership in career services, employer relations, or student success.
- Demonstrated success in student outreach, alumni engagement, and employer development.
- Strong interpersonal, organizational, and communication skills; ability to collaborate across divisions.
- Commitment to liberal arts values and to supporting diverse students in discovering purpose-driven career paths.

### **APPLICATION PROCESS**

Review of applications will begin immediately and continue until the position is filled or until date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources  
Mercyhurst University  
501 East 38th Street  
Erie, PA 16546  
[hrinfo@mercyhurst.edu](mailto:hrinfo@mercyhurst.edu)

Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state and local law in admissions, employment and all services and programs provided.

Mercyhurst does not unlawfully discriminate on the basis of race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or



# MERCYHURST

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## UNIVERSITY

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expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

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**Candidates must be currently eligible to work in the United States.**