

ST. MARY'S UNIVERSITY



San Antonio, Texas

Associate Vice President for Career Services

Position Summary

The Associate Vice President of Career Services provides leadership over a comprehensive career services center, one that promotes the Catholic Marianist value of career as vocation. The Associate Vice President is responsible for leadership and administration of wide-ranging career counseling services, career preparation programs and workshops, career fairs and on-campus recruitment, employer relations, and the development of internship and post-graduation employment opportunities for students and graduates of St. Mary's University.

Reporting Relationships and Duties and Responsibilities

Reporting directly to the President of St. Mary's University, the Associate Vice President and his or her staff actively contribute to the mission of St. Mary's University by preparing students for a professional life of servant leadership in furtherance of the common good. The Associate Vice President is a member of the President's Executive and Leadership Councils. Duties and responsibilities include:

- Plan and deliver comprehensive career counseling and development and professional preparation services throughout a student's undergraduate or graduate school enrollment.
- Lead, oversee, and coordinate the cultivation of relations with employers regionally and nationally.
- Plan and deliver University-wide on-campus recruiting programs and career fairs and collaborate and assist with school-based programs.
- Develop and expand internship and employment opportunities, including by collaborating with the Schools and faculty to promote sharing, consistent coordination, and leveraging of external resources and contacts across Schools.
- Collaborate with University alumni relations office, the alumni association, and individual alumni and alumnae to promote internship and employment opportunities, coaching, and mentoring.
- Develop and implement plan to gather, maintain and utilize data on internships and employment.
- Develop and implement plan to gather, maintain, and utilize data concerning careers of St. Mary's alumni and alumnae.
- Develop a marketing strategy in conjunction with the Office of University Communications for external promotion and communications.

Qualifications

The successful candidate will possess either a master's degree or a combination of relevant experience and education as a substitute. The successful candidate should have a minimum of ten years of progressively responsible leadership experience in the field of search firm recruitment, human resources, career development, higher education career services, program or project management, including administrative responsibility and leadership and supervision of staff. The successful candidate should have demonstrated skills and experience in developing relationships and partnerships with employers, community leaders, and other professionals. The successful candidate should actively support the mission of St. Mary's University.

Applying for the Position

Review of applications will begin immediately and will continue until the position is filled. Candidates should provide a resume, letter of application that addresses the responsibilities and requirements described in the job description, and the names and contact information of five references. References will not be contacted without prior knowledge and approval of candidates. These materials should be sent electronically via e-mail to Dianne Pipes, Chief of Staff and Communications for the President, at dpipes@stmarytx.edu. Documents that must be mailed may be sent to St. Mary's University, Office of the President, One Camino Santa Maria, San Antonio, Texas 78228.

St. Mary's University: An Overview

The University Mission

St. Mary's University, as a Catholic Marianist University, fosters the formation of people in faith and educates leaders for the common good through community, integrated liberal arts and professional education, and academic excellence.

St. Mary's University's mission is deeply rooted in the Liberal Arts and in the Catholic Intellectual Tradition, which informs the five fundamental characteristics of a Marianist education: formation in faith; excellence; family spirit; service, justice and peace; and adaptation and change. These characteristics are the foundation of a holistic educational experience designed to infuse student professional training with an understanding of individual human development, community, the natural world, and God. These, in turn, inspire human vocations, ethical engagement and action, and creativity. Encouraging students to understand the world in this way requires teaching sophisticated analytical thinking, research skills, effective writing, and creativity, which are supported and fine-tuned through a coordinated campus-wide focus on undergraduate research, and a panoply of graduate programs. St. Mary's challenges students to strive for academic excellence and personal integrity, and educates them for possibilities of greatness in career and community. A community of some 34,000 alumni whose goal it is to improve the human condition is currently at work in the world.

About St. Mary's University

St. Mary's University, founded in 1852 by Society of Mary (Marianist) brothers and priests, was the first institution of higher learning in San Antonio and is the oldest Catholic university in Texas and the Southwest. Located on a 135-acre campus in northwest San Antonio, the University offers a blend of historic beauty and modern facilities, providing its faculty and students with a close-knit academic community focused on teaching and learning. St. Mary's is nationally recognized liberal arts institution with a diverse but predominantly Hispanic and female student population of all faiths and backgrounds. St. Mary's serves students of the Southwest and also attracts students from other states and nations. In Fall 2015, the total student enrollment was 3,625, including more than 80 percent from San Antonio and other areas of Texas. Students may choose from more than 75 programs, including two doctoral and two law programs.

St. Mary's includes three undergraduate schools—Humanities and Social Sciences; the Greehey School of Business; Science, Engineering, and Technology—a School of Law; graduate programs; and two academic libraries. An undergraduate interdisciplinary Honors Program includes courses in philosophy, theology, the natural sciences, and aesthetics.

The School of Humanities and Social Sciences is the University's largest school and is the cornerstone of St. Mary's liberal arts and Marianist education. The School is proud of the high participation rate of its students and faculty in civic engagement and providing leadership in their local communities. In an environment that fosters fellowship, understanding and real-world problem solving, students learn to

adapt to change and apply practical tools to global issues. The School's 19 major fields of study range from the technically oriented fields like Criminal Justice to highly creative specialties like Art and Drama. Political Science, International Relations, English-Communications Arts, Psychology, and Teacher Education enjoy the largest enrollments while Philosophy, Theology, and History provide foundational Liberal Arts offerings.

The Greehey School of Business offers a rich academic environment for students in which individualized experiences are designed to instill ethical leadership, technical excellence, global awareness, and professional orientation. The School's eight programs are supported through a \$25 million endowment from San Antonio businessman Bill Greehey. Other endowments sustain student scholarships, faculty research and professional development, and technology and professorships. The School offers nine academic programs, from accounting to marketing, that are designed to prepare students for real-world leadership in today's evolving global and technological business environment.

Small class sizes, hands-on learning, personal attention from superbly qualified and dedicated faculty and staff, and close ties to the professional community are characteristics of the School of Science, Engineering, and Technology. A student-centered, service-oriented environment calls upon students to analyze problems as a combination of scientific inquiry within the framework of moral and ethical considerations. The School includes 17 degree plan options, including six majors in engineering fields. The Biology degree has long been the largest and most popular major among undergraduate students due to the University's reputation and success in preparing them for professional schools. Historically, more than half of graduates who apply are admitted to medical and dental schools.

For more than eighty years, the School of Law has been dedicated to educating successful and ethical attorneys. The Law School's tradition of excellence and innovation in legal education prepares students for the practice of law in a changing world. The curriculum mixes theory and real-world applications, enabling students to become professional leaders and effective advocates of legal and social justice. The Center for Legal and Social Justice houses a widely recognized clinical program that offers students of law valuable hands-on training and the opportunity to represent San Antonio's indigent and disadvantaged citizens. The School's state-of-the-art courtroom is one of the most technologically advanced in the country where nationally recognized advocacy students hone their skills and experience.

The University's Graduate Studies programs reside administratively in the individual schools. These programs are dedicated to the education of professionals who will become innovative and ethical leaders and managers of industry, the public sector, and in their communities. Students may select from twenty-one areas of study and degrees include a Master of Arts, Master of Science, Master of Business Administration, and Doctor of Philosophy. Popular graduate programs include Marriage and Family Therapy, International Relations, Engineering Systems Management, Public Administration and Business and Administration, and English Communication Arts.

Two libraries support the University's academic mission and curriculum. The Louis J. Blume Library provides an extensive collection of print and electronic books, journals, databases, and other multimedia formats, as well as dedicated and knowledgeable librarians and staff. The Sarita Kennedy East Law Library is the largest legal information center in South Texas.

Characteristics for Success

Excellent Faculty. The St. Mary's University faculty is accomplished, dedicated, and much esteemed by students. Ninety-three percent of the University's 196 full-time faculty members, including 125 men and 75 women, hold terminal degrees in their fields of expertise. The faculty are committed to being master teachers and mentoring students to apply their professional expertise in the world with excellence, ethical considerations, and for the common good. In addition, many faculty members are research scholars who publish regularly and are nationally regarded in their fields. A student-to-faculty ratio of 12-to-1 permits small classes which promotes personalized learning in the classroom, faculty accessibility, and mentoring relationships.

Student Academic Success. A central concern of St. Mary's is that students are academically successful and graduate in a timely fashion. The University's Four Year Pledge is a successful tool for enhancing four-year graduation rates. St. Mary's four-year graduation rate for all students who entered in 2009 is 46.8 percent; and the six-year rate is 60.9 percent. Last year, 80 percent of the St. Mary's STEM Scholars, funded by the National Science Foundation-Scholarships in STEM Program, graduated in four years. Academic success is further enhanced through a first-year required academic and student life immersion program, a Student Learning Center, and a formal and compensated faculty mentoring program for students. Special programs feature a National Institutes of Health-funded Minority access to Research Careers (MARC) U*STAR Program—now in its thirtieth year—that introduces minority students to careers in the sciences and supports the education of the next generation of biomedical research scientists.

Service for the Common Good. A welcoming Marianist commitment to community infuses the entire student experience, and nearly 70 percent of students participate in service activities on the campus, San Antonio, and beyond. The Carnegie Foundation granted St. Mary's its prestigious Community Engagement Classification for its institutional focus on community engagement and service, highlighting the University's commitment to its servant-leadership model and its expectation that students, faculty, staff, and alumni be active and engaged citizens in their communities and the world.

Academic Expansion and Innovation. St. Mary's University's academic excellence is reflected in its new undergraduate and graduate programs. During the last five years the University has launched undergraduate programs in actuarial sciences, environmental science, mechanical engineering, accounting and data analytics (Big Data), as well as master's degrees in cybersecurity and jurisprudence. The University this year received two federal grants totaling more than \$5 million towards enhancing graduate education and fostering success in STEM education. Under the Title V grant, the University launched some new online graduate programs and established a technology-rich Graduate Center for Excellence. St. Mary's is a leader in STEM education; the Title V Hispanic Serving Institutions Award will

enhance curriculum, teaching, and facilities needed to advance the School's vision of excellence. St. Mary's is the first in Texas to offer a comprehensive Master of Cybersecurity and a Master of Jurisprudence, and the first in San Antonio to offer a bachelor's degree in Big Data.

Active Intellectual Climate. Scholarly inquiry and conversation is central to university life. Since acquiring the *Saint John's Bible* Heritage Edition in 2013, the University has launched the Escobedo *Saint John's Bible* Lecture Series, which has allowed St. Mary's to share the remarkable handwritten, hand-illustrated illuminations of the pages with faith communities across Texas. This lecture series, as well as an already well established Catholic Intellectual Tradition Series and the endowed Lin Great Speakers Series, provide opportunities for ongoing open discussion of critical issues and greater learning opportunities for University constituencies and surrounding communities.

Tradition of Success in Sports. St. Mary's is proud of its student-athletes and claims six national NCAA Division II titles in basketball, baseball, softball (two), and golf (one individual and one academic). Varsity teams at St. Mary's participate in the Heartland Conference and include baseball, men's and women's basketball, men's and women's golf, softball, men's and women's soccer, men's and women's tennis, and women's volleyball. This year, three teams advanced to national competition, with softball making its first Division II World Series appearance since 2005, women's tennis making its first-ever trip to the national championship quarter-finals, and baseball advancing to the regional championship game. In all, St. Mary's claimed seven regular-season and postseason Heartland Conference championships to go along with the two regional championships. A record ten athletes also earned academic all-district recognition this school year, nearly doubling the previous high of six.

Points of excellence and recognitions

- This past year, 2015, the Brookings Institution ranked St. Mary's 17th in the nation, tied for 1st in Texas, and best in San Antonio for preparing graduates for success in their careers.
- In 2013, PayScale.com reports St. Mary's graduates' first among San Antonio's colleges and 12th among Texas institutions in return on investment. In 2014, St. Mary's was among the top five institutions in the Central South region for salary potential.
- In 2014, St. Mary's was listed No. 1 in the "Best Colleges for the Money" list for the Southwest region and No. 40 of 1,223 schools for value.
- The Greehey School of Business is regularly recognized as an outstanding business graduate school by *The Princeton Review*, which describes the Greehey MBA as an innovative program designed to graduate conscientious global business leaders.
- In 2010, *Washington Monthly* magazine ranked St. Mary's as first in the nation for fostering and promoting community service, scientific and humanistic research, and social mobility.
- In 2011, the University received the top-ranking Presidential Award on the annual President's Higher Education Community Service Honor Roll, and has been included on the Honor Roll every year since its inception.

- In 2011, *Forbes* magazine listed St. Mary's as one of the best in the nation for helping women succeed in the fields of science, technology, engineering, and mathematics.
- St. Mary's is consistently included on the list of top-tier regional universities in the West for academic reputation by *U.S. News and World Report*, and in the West region in the "Great Schools at Great Prices" category.
- St. Mary's School of Law Moot Court Team won its third national championship in the past four years at the Federal Bar Association's 2015 Annual Thurgood A. Marshall Moot Court Competition.
- St. Mary's graduates are accepted to medical and dental schools at almost twice the national rate.
- In 2013, students in the St. Mary's Teacher Education Program had a 100 percent pass rate on that year's teacher certification examination. St. Mary's students have exceeded the state average every year since 2000 and have never had an initial pass rate below ninety-four percent.

Vision and Goals

Thomas M. Mengler, J.D., was appointed in June 2012, becoming the University's 13th president. He immediately launched a new strategic plan, *Gateway: A Vision for St. Mary's University*, in April 2013. The term "Gateway" signifies an entry point, a beginning and a pathway to a more significant stage. Gateway symbolizes and reaffirms enduring roles of St. Mary's as a Catholic and Marianist university, integrating the liberal arts with professional preparation for students to lead purposeful lives. Gateway conveys an image of students arriving at St. Mary's on individual paths, but joining a global family of men and women collaborating on behalf of the common good in service to God. Finally, Gateway evokes a dynamic vision, a strategic plan for a more vital and integrated role for St. Mary's as a partner in the future of San Antonio and the region.

President Mengler's top priorities for the University reflect the mission of the University and initiatives to creating a culture of excellence. This includes recruiting and retaining top students; strengthening and promoting the Catholic and Marianist tradition; advancing the academic mission; increasing fundraising support to the University; excellent strategic allocation and stewardship of resources; increasing financial and capital funding; and graduating ethical leaders who are highly sought after in the workplace after graduation.

Among his important priorities is the establishment of a Center for Catholic Studies. The Center will foster the formation of faculty in Catholic social thought and Marianist spirituality. Faculty from diverse disciplines will cooperate in the Center's activities and help conceptualize its programs.

The Gateway vision is for St. Mary's as a Catholic and Marianist university to become one of the finest private universities in the region, a gateway for our graduates to professional lives as ethical leaders in Texas, the nation, and the world.

For more information on St. Mary's University please visit: www.stmarytx.edu.