Director of Career and Professional Development, School of Professional Studies

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WAKE FOREST
UNIVERSITY

External Applicants:

Please ensure all required documents are ready to upload before beginning your application, including your resume, cover letter, and any additional materials specified in the job description.

Cover Letter and Supporting Documents:

- Navigate to the "My Experience" application page.
- Locate the "Resume/CV" document upload section at the bottom of the page.
- Use the "Select Files" button to upload your cover letter, resume, and any other required supporting documents. You can select multiple files.

Important Note: The "My Experience" page is the *only* opportunity to attach your cover letter, resume, and supporting documents. *You will not be able to modify your application or add attachments after submission.*

Current Employees:

Apply from your existing Workday account in the Jobs Hub. *Do not apply from this website.*

A *cover letter is required for all positions;* optional for facilities, campus services, and hospitality roles unless otherwise specified.

Job Description Summary
The School of Professional Studies (SPS) is seeking an entrepreneurial, student-centered leader for the Inaugural Director of Career and Professional Development.

This is a transformative and foundational opportunity for a strategic and operational leader to join an exciting academic endeavor, establish the vision for career services, and serve as a thought leader in graduate career outcomes for adult learners. The Director will be dedicated to serving the unique career needs and aspirations of adult learners pursuing graduate education across a diverse set of professional fields.

The individual selected for this role will design and implement a robust, market-responsive career ecosystem that leverages the resources, expertise, and networks of both SPS and Wake Forest University. This role represents a chance to define and execute an innovative, outcomes-driven model that helps students translate their graduate studies into meaningful career impact-advancing in their current roles, pivoting into new fields, or achieving leadership positions that strengthen our communities and industries.

Job Description

Essential Functions:

The Director will provide strategic and operational leadership in shaping comprehensive career support through the following core functions:

Strategic Leadership & Innovation: Develop and execute a comprehensive, data-driven career and professional development strategy that serves the full student lifecycle (exploration, employment, advancement, and pivots) for adult and graduate learners. Foster a culture of evidence-based innovation, ensuring services evolve to meet dynamic market and student needs.

Program Design & Delivery: Design, curate, and integrate an innovative portfolio of scalable career services, including 1:1 coaching, asynchronous modules, and virtual programs. Seamlessly integrate career readiness into academic programs, collaborating

closely with faculty and program leaders. Oversee mentoring programs and integrate career development into lifelong learning pathways for alumni.

Partnerships & Employer Engagement: Cultivate and expand strategic relationships with industry partners, employers, alumni, and advisory boards to generate market-aligned programming, networking events, and job pathways. Partner effectively with the university's central career resources (OPCD) and other units to leverage the full university ecosystem.

Technology & Assessment: Oversee the implementation and use of learning platforms, AI-driven tools, and emerging technologies to deliver flexible resources to online and hybrid students. Establish robust systems to measure and analyze career outcomes, service usage, and student feedback for continuous improvement and accountability.

Required Education, Knowledge, Skills, and Abilities

- Master's degree in career development, counseling, business, HR, higher education, or a related field.
- 10+ years of progressive experience in career counseling, workforce development, or talent management, preferably in higher education.
- Demonstrated success designing and delivering impactful career development programs and resources.
- Strong individual and group coaching skills, with experience applying career assessments.
- Excellent communication and relationship-building skills.
- Ability to work independently and collaboratively across a complex organization.
- Familiarity with FERPA, NACE, and related professional standards.

Preferred Education, Knowledge, Skills, and Abilities

- Experience serving adult learners and online/hybrid students.
- Proficiency with learning platforms, emerging technologies, and data analytics.
- Experience designing dashboards and reporting systems to track career outcomes.

Additional Job Description

The School of Professional Studies

The School of Professional Studies (SPS) is the newest school of Wake Forest University. SPS houses innovative graduate degree and non-degree programs, including certificates and other credentials, as well as relevant Executive Education courses, for working professionals. SPS is focused on developing accessible and market-relevant programs that build upon Wake Forest's current areas of strength as well as delivering future professional development education that is essential to the growing economy of Charlotte, where the School is located, and the surrounding region. SPS is at the frontier of what's next for Wake Forest University as the university boldly expands into Charlotte with the opening of an

Innovation District in partnership with Atrium Health. SPS is an exciting strategic initiative for the university benefiting from strong support from the university community, including administration and trustees, and the business and civic leaders of Charlotte. SPS has a vision to develop a new kind of leader. It helps working professionals rise to the challenges of today's dynamic job market by teaching in-demand skills and awarding sought-after credentials. The School empowers its students to adapt, grow, and excel, shaping them into leaders who will guide businesses into the future with integrity. Learn more about the School of Professional Studies online at https://sps.wfu.edu**.**

Charlotte, North Carolina

The fifth fastest growing city in the U.S., Charlotte is the most populous city in North Carolina, with more than 874,000 residents. The city is the cultural, economic, and transportation center of the Charlotte metropolitan area, especially in the financial sector. It is the second largest financial banking center in the U.S. after New York City. Home to several Fortune 500 companies, Charlotte is one of the nation's top cities expected to experience continued economic growth, particularly for start-ups.

Time Type Requirement
Full time
Note to Applicant:

This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by his/her supervisor.

In order to provide a safe and productive learning and living community, Wake Forest University conducts background investigations and drug screens for all final staff candidates being considered for employment.

Equal Opportunity Statement

The University is an equal opportunity employer and welcomes all qualified candidates to apply without regard to race, color, religion, national origin, sex, age, sexual orientation, gender identity and expression, genetic information, disability and military or veteran status.

Accommodations for Applicants

If you are an individual with a disability and need an accommodation to participate in the application or interview process, please contact AskHR@wfu.edu or (336) 758-4700.

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Wake Forest seeks to recruit and retain a diverse workforce, and encourages qualified candidates across all group demographics to apply.
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