Assistant Director Career Services

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Assistant Director Career Services

Ames, IA
Full Time
R18579

Position Title:
Assistant Director Career Services

Job Group:
Professional & Scientific

Required Minimum Qualifications:
Bachelor's degree and 5 years of related experience

Preferred Qualifications:
Master's degree.

Experience supervising professional staff and student employees, including hiring, training, coaching, and conducting performance evaluations.

Experience in career services, employer relations, student services, academic advising, or workforce development, with demonstrated success connecting individuals to career opportunities and partnering with employers to meet talent needs.

Experience building and maintaining strong relationships with various stakeholder groups, including students, academic advisors, faculty, alumni, and employers.

Experience with program development and outreach, including planning and delivering events, workshops, classes, and networking opportunities.

Job Description:

The College of Agriculture and Life Sciences (CALS) at Iowa State University is seeking an **Assistant Director of Career Services** to lead a dynamic, student-focused office that connects students and alumni with employers in agriculture, natural resources, and life sciences. This role provides day-to-day leadership for career development programs, fosters strong employer partnerships, and delivers high-quality advising and professional development opportunities for students from recruitment through graduation and beyond.

The Assistant Director will manage the Career Services team, including Career Services and Pathways to Innovation and Leadership Staff, guide the planning and execution of major recruiting and networking events including the CALS Career Fair, and develop initiatives that prepare students to be competitive in the workforce. The role also manages employer relations, career programming, and marketing efforts, and ensures data-driven decision-making through the collection and analysis of graduation outcomes. Success will require balancing the priorities of our 14 academic departments and understanding the wide-ranging career goals of their students. The position reports to the Associate Director Career Services.

Key Responsibilities include:

- Lead the CALS Career Services office, supervising staff and student employees.
- Build employer partnerships and expand career, internship, and networking opportunities.
- Advise students and alumni on career planning, job searches, internships, and professional skills.
- Deliver workshops, presentations, and career development programs.
- Oversee marketing, communications, and CyHire postings.
- Plan and manage the CALS Career Fair, interview days, and other recruiting events.
- Collect and report graduation outcomes and employment data.
- Collaborate with faculty, staff, and campus partners to integrate career services into programs.
- Monitor workforce trends to guide programming and outreach.
- Represent the college on university and college committees.

This is a unique opportunity to join CALS and build on the proven strengths of its Career Services office while introducing fresh ideas to meet the evolving needs of students, alumni, and employers. You'll help modernize career guidance by integrating AI tools and leveraging data analytics to better understand student outcomes. This role calls for creativity in building partnerships, cultivating employer relationships, and developing innovative networking opportunities for our different student populations. You'll work with departments across the college, expand cross-campus collaborations, and connect career services more deeply to student success. If you thrive on creating connections, generating opportunities, and making an impact, this is your chance to lead the way. The successful candidate will work closely with CALS offices, including Recruitment, Pathways to Innovation and Leadership, Study Abroad, Collaborative Partnerships, and Scholarships.

Candidates must be legally authorized to work in the U.S. on an ongoing basis without sponsorship. Immigration sponsorship is not available for this position.

Level Guidelines

- Aware of key annual objectives of department or work unit
- Understands linkage between daily activities and achievement of annual objectives of department/work unit and explains to direct reports
- Focus on ISU's mission and meeting department or work unit goals
- Supervises a small department or work team
- Often is a working supervisor with direct, previous experience performing work of those supervised
- Has full management responsibility for direct reports, specifically the authority to hire, fire, and counsel; may share part of responsibility with higher level management
- Requests approval for financial actions beyond a limited scope per policy **Appointment Type:**

Regular **Number of Months Employed Per Year:**

12 Month Work Period **Time Type:**

Full time **Pay Grade:**

PS808 **Application Instructions:** To apply for this position, please click on "Apply" and complete the Employment Application. Please be prepared to enter or attach the following: 1) Resume/Curriculum Vitae

2) Letter of Application/Cover Letter If you have questions regarding this application process, please email employment@iastate.edu or call 515-294-4800 or Toll Free: 1-877-477-7485. **Why Choose ISU?** Iowa State Employees enjoy comprehensive health and work-life benefits, including medical and dental; as well as:

- Retirement benefits including defined benefit and defined contribution plans
- Generous vacation, holiday and sick time and leave plans
- Onsite childcare (Ames, Iowa)
- Life insurance and long-term disability
- Flexible Spending Accounts
- Various voluntary benefits and discounts
- Employee Assistance Program
- Wellbeing program **Original Posting Date:**

February 5, 2026 **Posting Close Date:**

February 22, 2026 **Job Requisition Number:**

R18579 **To apply, visit https://isu.wd1.myworkdayjobs.com/en-US/IowaStateJobs/job/Ames-IA/Assistant-Director-Career-Services_R18579?jobFamilyGroup=ad349100dff40101ccb31c0b060a26e3&jobFamilyGroup=ad349100dff401fbb287010b060a24e3&jobFamilyGroup=ad349100dff40106d453320b060a30e3&jobFamilyGroup=ad349100dff4012cd16be00a060a20e3** jeid-8be141694af75d4e864bc0bd7a2d6b89