POSITION ANNOUNCEMENT #00013203

Title:  Director of Alumni and Career Services

Location:  College of Agricultural and Life Sciences
Institute of Food and Agricultural Sciences (IFAS)
University of Florida
Gainesville, Florida

Salary:  Commensurate With Qualifications and Experience

Deadline:  Review of application materials will begin on or before
June 15, 2007, and will continue until position is filled.

Duties and Responsibilities:  This is a 12-month non-tenured faculty position that will be 100% administrative as Assistant in Academic Programs. The Director of Career Resources and Alumni Services reports to the Dean of the College of Agricultural and Life Sciences (CALS), Institute of Food and Agricultural Sciences (IFAS). The Director provides college-wide leadership for career resources and alumni programs in CALS. The Director works with administrators, faculty, staff and students for continued development, improvement, and coordination of career resources and alumni programs. The Director works closely with the Associate Deans and the Director of Student Development and Recruitment within CALS. Programs in CALS originate from 15 departments and a school, 13 Research and Education Centers throughout the state, the School of Natural Resources and Environment (an interdisciplinary UF-wide school), and the College of Veterinary Medicine.

The major responsibilities of this position include college-wide leadership for career resources and alumni programs. Specific responsibilities include:

• Serve as Executive Director of CALS Alumni and Friends, working with the CALSAF President in planning meetings, alumni events, alumni newsletter, and other such functions and activities associated with the organization

• Develop and maintain contact with potential employers and experiential programs
• Maintain and enhance relationship with the UF Career Resource Center and its programs

• Organize and conduct the CALS Career Expo

• Provide career advising for students in the College
• Coordinate internship programs for the College in conjunction with CALS departments

• Coordinate with Director of Student Development and Recruitment in joint alumni/recruitment activities

• Perform other general administrative and leadership functions at the request of the Dean

The Director represents CALS at a variety of student, faculty, university, and alumni association functions. In addition, the Director may serve on university and college committees and perform general administrative and leadership functions for the college and IFAS.

**Qualification:** Applicant must have a Master’s degree in an appropriate area of specialization. Candidates must have excellent communication skills and be able to represent CALS effectively. Desirable experiences or skills include student recruiting, public relations, knowledge of science and agriculture, and knowledge of University of Florida/Florida Community College system.

Attention to detail, team work skills, willingness to serve students, staff, and faculty, reliable attendance, initiative, and ability to work with the CALS administrative team are essential to the position.

**Other Information:** The University of Florida is a Land-Grant University and a member of the Association of American Universities, the nation’s most prestigious higher education organization. More than 50,000 students are enrolled at UF, and more than 4,700 (3,600 undergraduate and 1,100 graduate) are in CALS. CALS ranks in the top ten nationally in the number of graduate and undergraduate degrees granted and is the fifth largest undergraduate and graduate program in the nation. Approximately 160 faculty teaching FTEs are allocated to IFAS and are distributed over 340 faculty. The total IFAS teaching budget is approximately $27 million. CALS academic programs (courses and degrees) are also offered through several of the 13 IFAS Research and Education Centers.

Web site: [www.cals.ufl.edu](http://www.cals.ufl.edu)

**Nomination and Application:** Both nominations and applications are welcome. Nominations should include the complete name and address of the nominee and should be received by June 10. Applicants should submit the following documents by June 15, 2007: (1) a letter of application stating their interest in the position, qualifications relative to the duties and responsibilities stated above, previous professional responsibilities and achievements, and how these relate to the position; (2) a curriculum vita which includes a biographical sketch, service, consultancies, and other experience; and (3) transcripts of college-level course work. Also, provide the name, address, e-mail address, telephone and fax numbers of three individuals from whom letters of recommendation may be solicited.
Review of applications will begin on or before June 15, 2007, and will continue until suitable candidates are identified. Women and minorities are encouraged to apply.

**Contact Information and Application and Nomination Submission Information**

Questions regarding the position may be directed to:

Dr. R. Kirby Barrick, Dean  
College of Agricultural and Life Sciences  
University of Florida  
P.O. Box 110270  
Gainesville, FL 32611-0270

Telephone: +1.352.392.1961  
Fax: +1.352.392.8988  
E-mail: kbarrick@ufl.edu

Nominations and Applications should be forwarded to:

CALS Director Search  
Institute of Food and Agricultural Sciences  
IFAS Office of Human Resources  
University of Florida  
2038 McCarty Hall  
P.O. Box 110281  
Gainesville, FL 32611-0281

*The University of Florida is an equal opportunity, equal access employer. The government in the sunshine and laws of Florida require that all documents relating to the search process, including letters of application/nomination and reference, be available for public inspection.*