



Career Opportunities
Southern Methodist University

About the University:

SMU is a private university near the center of Dallas with an enrollment of over 11,000 students. SMU offers undergraduate programs centered on the liberal arts and excellent graduate, professional and continuing education programs. The campus is nestled in a traditional residential neighborhood five miles north of downtown Dallas. SMU's spacious park-like campus features red brick buildings of Collegiate Georgian architecture and beautiful fountains.

University URL:

<http://www.smu.jobs>

Southern Methodist University will not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. SMU's commitment to equal opportunity includes nondiscrimination on the basis of sexual orientation.

How do I apply?

The full job description and application are on our webpage at www.smu.jobs. Click on Staff Career Opportunities. To be considered please upload a cover letter and resume in one document.

Full Time Job Openings Follows:

Full-Time

EXECUTIVE DIRECTOR, MBA CAREER MANAGEMENT CENTER – P30Aug – 052571 – (Job ID# 1456) – **Cox School of Business – (Salary commensurate with experience and qualifications)** - The Executive Director provides leadership and direction of the MBA Career Management Center (CMC), serving FT MBA, PMBA, and EMBA students and alumni. The Executive Director is accountable for: achieving specific annual placement targets for FT MBA summer internships and fulltime jobs at graduation; developing and enhancing relationships with potential employers locally, nationally, and globally on behalf of all Cox MBA programs; developing and delivering career services and programs that prepare Cox FT MBA, PMBA, and EMBA students to plan their careers and secure internships (FT MBA only) and full-time opportunities aligned with their qualifications; overseeing CMC administrative responsibilities including managing staff, budgeting, collecting data and reporting; representing the CMC to internal and external constituents; ensuring CMC operations, services and results are competitive with peer school programs. Primary duties and responsibilities include, but are not limited to: creating Opportunities for Students: working with the Associate Dean of Graduate Programs and the Senior Manager of Employer Relations to create an annual plan for employer relations and development; overseeing the implementation of the plan, as well as participating in employer visits and phone calls; identifying trends to adapt employer relations and development strategies; identifying and expanding the organizational base for student internships and full-time positions; growing the quantity and quality of employers participating in on-campus recruiting, job postings career fairs and resume referral process; creating an Outstanding Career Management Center: working with the Associate Dean, Graduate Programs, to develop a strategic plan for the Cox MBA Career Management Center encompassing employer development, career services, career programming and career resources; serving as liaison for admissions students services, external relations, program directors, deans and faculty; overseeing all CMC operations and providing bi-monthly reporting to Associate Dean of Graduate Programs; ensuring the delivery of superior career services, business development, employer relations, career coaching and new career program development; serving Students: working with student organizations and leadership groups; assessing and responding to needs and providing regular communication updates from the CMC; overseeing the development, planning and delivery of career sessions at MBA/PMBA Orientation and career management course for the first year FT MBA students and PRMBA students; directing the activities and motivating career coaches, employer relations staff and administrative staff to support the strategic plan for achieving goals, as well as providing feedback and completing performance reviews. Bachelor's degree is required. Masters degree is highly desirable, preferably an MBA. A minimum of ten years of work experience in recruiting, human resources, human capital consulting or university career center is required. Experience in a major career center working with MBA's is strongly preferred. Candidates must demonstrate strong interpersonal and verbal communication skills with the ability to develop and maintain effective relationships with a wide range of constituencies in a diverse community, including corporate recruiters, students and faculty. Must also demonstrate the ability to communicate effectively in writing. Candidates must possess strong problem solving skills with the ability to identify and evaluate problems, and devise timely and effective solutions. Must also possess strong organizational and time management skills with the ability to balance multiple priorities. The ability to conduct coaching sessions is essential. Candidates must demonstrate a strong business acumen with the ability to use and discuss business terminology from multiple sectors (e.g. finance, marketing, consulting, accounting, management, operations, sales, etc.). Current knowledge of economic trends within multiple sectors is essential. Familiarity with career paths in multiple sectors is highly desirable. Candidates must possess strong leadership skills and the ability to motivate a team. Experience in setting goals and leading a group to achieve those goals is essential. A strong working knowledge of MS Office and social networking is strongly preferred. ***The position is open until filled. Please visit our website www.smu.edu/hr/recruit to apply 052571.***

LIBRARIAN III (ASSISTANT DIRECTOR FOR RESEARCH SERVICES) – P3Dec – 049836 – (Job ID# 1501) – **Central University Libraries/ Scholarly Resources & Research Services** – (Salary commensurate with experience and qualifications). Fondren Library Center at Southern Methodist University seeks a strong, creative and energetic leader to serve as Assistant Director for Research Services. The Assistant Director will provide leadership and expertise in developing programs for effective and innovative delivery of reference services and instruction. The position directly supervises six professional subject specialists who provide collection development, reference and instructional services for academic departments, as well as one support staff. He/she will also manage Fondren Library

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reference services provided by a cross-divisional team of professional librarians, support staff and student assistants. In addition, the Assistant Director will provide leadership in implementing the information literacy requirement of the new University Curriculum. The position reports to the Director of Scholarly Resources and Research Services for Central University Libraries. Primary duties and responsibilities include, but are not limited to: organizing and managing of reference services; designing new reference initiatives in response to the changing information-seeking behavior of users; providing leadership for the vision, implementation, promotion, and assessment of the library instruction program; collaborating with faculty and library subject specialists to articulate information literacy curriculum objectives and assess student learning outcomes; promoting the visibility and use of reference and instructional services to the wider university community; creating and maintaining records, reports and statistics; participating in providing reference service, including occasional nights and weekends; serving as subject liaison to selected academic departments in the humanities, social sciences or sciences, depending upon education, experience and expertise; supervising and encouraging professional development, as well as evaluating the performance of direct reports; serving on library and university committees; and other duties as assigned. Master's degree in library science from an ALA-accredited institution is required. A minimum of five years' post graduate library work experience in public services (e.g. Reference, Circulation, User Education, Instruction) is required. Work experience in a progressively responsible role is essential. Experience supervising a professional staff within a library is required. Library experience in an academic institution is strongly preferred. Candidates must have experience and the ability to provide effective user education instruction. A strong knowledge and understanding of information literacy and reference best practices, current issues, and trends is essential. Candidates must possess a strong proficiency using computer based technology and ability to adapt to new technologies. Candidates must possess strong leadership and management skills with the ability to lead a team. Candidates must possess strong organizational and project management skills to effectively develop plans, set goals, prioritize and meet deadlines. Must also possess strong problem solving skills with the ability evaluate and develop effective solutions. Candidates must demonstrate strong interpersonal and verbal communication skills with the ability to interact with a wide range of constituencies. Candidates must submit a submit cover letter, resume, and a minimum of 3 references for full consideration. Experience with assessment methodologies is highly desirable. **Priority consideration may be given to submissions received by January 3, 2011. The position is open until filled. Please visit our website www.smu.edu/hr/recruit to apply 049836.**

LOCKSMITH– P23Nov - 034438 – (Job ID# 1497) – Facilities Management and Sustainability- (Hourly rate range: \$14.73 - \$16.73 an hour) – The Locksmith is responsible for installing, repairing and maintaining locks, cylinders, keys and doors closers of various types. Primary duties and responsibilities include, but are not limited to: replacing locks and cylinders as routine maintenance; replacing/repairing door closers and locking hardware; cutting keys and re-key cylinders; developing and reviewing keying schedules; assisting in review of and upkeep of computer paper locking records; responding to emergencies; other duties as directed. A high school diploma or equivalent is required; certification and/or training from a trade or vocational school is preferred. A minimum of three years experience as a locksmith is required. Candidates must demonstrate the ability to understand and follow written and verbal instructions. Must also demonstrate the ability to work independently with general supervision. Candidate must possess the ability to pin cylinders, cut keys, troubleshoot locks, cylinders and door closers and make appropriate repairs. Must also be able to repair and replace other locking hardware. Candidates must possess the ability to quickly learn to use the facility maintenance software. Must also demonstrate a strong attention to detail. Candidates must demonstrate ability to maintain a professional attitude with confidential information and situations. Must also be available to respond to emergencies outside of normal working hours. Candidates must be able to do the following: walk, stand, stoop, bend, kneel, crouch, climb and work in tiring and uncomfortable positions; work in sitting position for extended periods; lift, pull, push, move, carry, handle and assemble up to 40 pounds unassisted; heavier with assistance; work in moderate noise levels; work in various weather conditions. **The position is open until filled. Please visit our website www.smu.edu/hr/recruit to apply 034438.**

PROGRAM ADVISOR (FRATERNITY & SORORITY LIFE – PANHELLENIC COUNCIL) – P17Aug – 051690 –(Job ID# 1445) – **Student Affairs/Department of Fraternity & Sorority Life/Student Development & Programs** - (Salary commensurate with experience and qualifications) - The Program Advisor for Fraternity & Sorority Life provides training, development, advice, and support for the SMU Fraternity and Sorority Community. This position supports initiatives that benefit the entire community including large scale retreats, training, events award programs and Greek Leadership Class. Primary

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duties and responsibilities include, but are not limited: advising the Panhellenic Council and/or another governing councils, including council executive board, committees and chapter leadership; developing relationships and communicate frequently with chapter advisors and inter/national organizations; co-facilitating the Greek Leadership Class by developing curriculum and performing administrative functions of the class; developing and implementing community wide leadership retreat every spring semester; advising students in their planning of Relay For Life, including underwriting, community relations, and entertainment programming; developing relationships with chapter advisors and inter/national organizations; advise individuals as needed; advising students in the planning of Greek Week. Master's degree is required, preferably in Student Affairs. A minimum of two years of work experience advising student organizations is required. Experience in higher education is strongly preferred. Experience advising fraternities and sororities is desired. Experience advising minority student organizations is strongly preferred. Experience working with National Pan-Hellenic Council and Multicultural Greek Councils is a plus. Candidates must demonstrate strong interpersonal, verbal, and written communication skills with the ability to build strong relationships with a wide range of constituencies in a diverse community. A working knowledge of chapter, campus and intern/national fraternity sorority affairs is essential. International fraternity or sorority membership is strongly preferred. Experience with Peoplesoft is desirable. Experience with recruitment registration software is a plus. ***The position is open until filled. Please visit our website www.smu.edu/hr/recruit to apply 051690.***

SENIOR SYSTEMS ADMINISTRATOR – P3Dec - 053275 – (Job ID# 1503) – **Office of Information Technology/Systems** – (Salary commensurate with experience and qualifications) – The Senior Systems Administrator will administer Microsoft SQL Server Databases systems and Windows Servers, as well as provide application support for SMU applications. Primary duties and responsibilities include, but are not limited to: planning, deploying and administering Microsoft SQL databases and applications in the SMU environment; installing and maintaining Microsoft SQL Databases; database administration in multi-database 24x7 environment; designing and recommending procedures to maintain security and integrity of SMU's databases; installing upgrades and patches to existing SQL Servers, during and off business hours; implementing, configuring and troubleshooting databases instances, replication and other scale out of solutions; ensuring overall health, reliability, performance and capacity of databases and applications; ensuring adherence of coding standards, change control and SQL best practices; providing tuning support for applications without the aid of vendor escalation; documenting all configurations, procedures and changes; learning and understanding structures for vendor and internally developed applications; understanding industry trends and expectation management. Bachelor's degree with a minimum of six years of application and Server Systems Administration work experience OR High school diploma with a minimum of ten years of application and Windows Server Systems Administration work experience is required. Experience with SQL database management is strongly preferred. Candidates must possess strong analytical and problem solving skills with the ability to solve complex problems crossing multiple disciplines. Must also be able to serve as a technical resources to others to resolve problems and implement project. The ability to work collaboratively in a team as well as mentor and learn from others is essential. Candidates must possess strong knowledge of Microsoft SQL Server (Administration, Tuning, T-SQL, Database Design). Must also possess strong knowledge of SQL Server Security.

Solid knowledge of Windows Operating environments including systems administration and performance tuning (Windows 2003 and 2008) is essential. Candidates must possess experience with Windows server hardening for security (MS Security Configuration, IPSec, etc.) Must also possess experience troubleshooting Windows applications such as Microsoft.NET or other multi-tiered applications. Demonstrated experience conceiving, planning, documenting, implementing and operation services in an Enterprise environment is essential. Candidates must possess a strong understanding of all layers involved in application delivery (Network, Systems, Protocols, Ports). Experience with or knowledge of web technologies Microsoft IIS and Apache Web Servers is strongly preferred. Experience with or knowledge of Systems Virtualization is desirable. ***DEADLINE TO APPLY: January 3, 2011. Please visit our website www.smu.edu/hr/recruit to apply 053275.***

DIRECTOR 3 (DIRECTOR OF DEVELOPMENT MANAGEMENT SYSTEMS) – P3Dec – 049856 – (Job ID# 1504) **Development & Alumni Affairs/Development Services** - The Director of Development Management Systems (DMS) is responsible for development, implementation and oversight of major projects in systems project management (system upgrades and enhancements); serving as the project manager for DMS; coordinating the development and maintenance of process documentation; and serving as liaison to select areas in Development and External Affairs and with SMU's Information

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Technology Services. The Director currently leads a nine person team and will work closely with the Executive Director of Development Services in establishing project priorities and will provide process and system analysis for the Blackbaud modules within DEA and, as needed, obtain technical solutions and/or serve as a resource to advise on issues with Blackbaud Enterprise Systems other technology tools in use in DEA. Primary duties and responsibilities include, but are not limited to: leading projects from original concept through final implementation, defining project needs, estimating work scope, establishing timelines and tracking project progress; representing team and division at the campus-wide level; serving as liaison to the Office of Information Technology (OIT) SQL Server support team and determining priorities for technical and reporting teams, coordinating a comprehensive test plan for all upgrades or enhancements to the BBEC production environment; request/approve all OIT executed SQL scripts, migrations and security changes; oversee exploration, documentation, prioritization and tracking of enhancement requests and Blackbaud Support cases; and ensuring that DEA's interests are represented in campus-wide technology decisions; communicating effectively with stakeholders to ensure a high degree of transparency and understanding of the opportunities/challenges and the impact to teams/customers from changes to the system; overseeing/managing work of DMS staff: Providing project management guidance, training and mentoring and conducting annual performance reviews as well as regular coaching and assistance for setting and meeting goals throughout the year. Establishing performance metrics and communicating with team regularly to maintain productivity. Bachelor's Degree and seven years' of work experience is required, preferably in a leadership role in a systems environment. Experience managing and leading staff required. Project management experience is required. Experience with Blackbaud systems preferred. Experience in a large university environment and/or with a nonprofit strongly preferred. Experience with change management is a plus. Experience with developing and delivering training is preferred. Candidates must demonstrate strong verbal, interpersonal, and written communication skills to effectively communicate with constituents. Must also possess a strong customer service orientation and a commitment to pursuing client satisfaction to the completion of the request/project. Candidates must demonstrate strong analytical/critical thinking skills to gain understanding of business processes, needs and concerns, and be able to present recommended solutions. Must also possess a strong focus on attention to detail and accuracy. Candidates must demonstrate a strong technical aptitude with the ability to successfully manage professionals supporting an enterprise application in a Microsoft SQL Server environment. A strong working knowledge of and experience using Microsoft products is essential. Cover letter requested for full consideration. ***This position is open until filled. Please visit our website www.smu.edu/hr/recruit to apply 049856.***

STUDENT AFFAIRS ASSISTANT DIRECTOR (CAREER CENTER & INTERNSHIPS) – P14Sep – 051040 – (Job ID# 1466) – **Student Affairs/Hegi Family Career Development Center** - (Salary range: Low to mid 40's) - The Student Affairs Assistant Director facilitates the internship process by working with students, faculty and employers while directing the planning process and administering outreach programs for internships, long-term career planning and career development. This position will lead directives involving strategic corporate alliances for recruiting and campus-wide internship partnerships. Primary duties and responsibilities include, but are not limited to: serving as a student leadership & guidance position in the career development and internship preparation processes; conducting individual meetings and counseling sessions with students; developing and implementing student internship application process training; facilitating reflection meetings for students to deepen their learning for and during the internship process and experience; establishing new and strengthen existing partnerships with internship host sites; assisting with the formalization of the inter-departmental process for internship evaluation; co-authoring and establishing internship policies and procedures; organizing opportunities for employers to visit campus to recruit for internships; assisting with the operations of strategic corporate alliances, campus-wide corporate internship partnerships, international internship placements, and campus recruiting, including employer research, employer and campus visits, as well as maintaining the databases for the partnerships and alliances; maintaining the quality of the program as a positive learning experience for the student and the employer; fostering faculty relations and providing faculty development with regard to various levels of accompanying faculty responsibilities; working with Academic departments to identify students for internship opportunities; serving as a point of contact involving communications with employers regarding recruitment and internship activities, including program assessment and evaluation; presenting workshops on various career development topics; assisting with managing the SMU and Internship Outreach Campaign, including market research on companies that best fit SMU degree programs; coordinating with SMU focus groups including deans, directors of schools and departments. Master's degree in student affairs, counseling, communication, or human resource management is required. A minimum of three years of work experience in a university career center, employer university relations setting, or human resource management office is required. Candidates must

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possess strong problem solving skills, with the ability to be resourceful, proactive and seek assistance as needed. Must also be self-starters with the ability to work independently with minimal supervision and collaboratively within a team environment. Candidates must possess strong organizational and project-management skills with the ability to oversee multiple tasks and meet deadlines. Must also possess the ability to work in a fast paced environment with frequent interruptions. The ability to be flexible and adapt quickly to changing priorities is essential. Candidates must demonstrate strong verbal and interpersonal skills to effectively build relationships with a wide range of internal and external constituents. Must also demonstrate the ability to communicate effectively in writing. A strong focus on attention to detail is essential. A strong knowledge of computer/career technology and high-level database management skills is strongly preferred. The ability to be conversant in and relate to existing departmental career development and vocational models is highly desirable. Candidates demonstrate a commitment to representing the University in a professional and positive manner. Must also demonstrate strong presentation skills with the ability to present clear and accurate information to small and large groups. ***The position is open until filled. Please visit our website www.smu.edu/hr/recruit to apply 051040.***

STUDENT AFFAIRS ASSISTANT DIRECTOR (DEDMAN CAREER COUNSELING) – P24Nov–0700100 (Job ID# 1499) – **Student Affairs/Hegi Family Career Center** – (Low to mid 40's) The Student Affairs Assistant Director position will provide leadership, training, guidance and development for Hegi counselors and serve as the Dedman career counselor for students and alumni. Primary duties and responsibilities include, but are not limited to: serving as a Dedman-focused career professional for students, and alumni; including guiding the employment search process of students and alumni through advising/counseling and job search techniques; conducting outreach to employers, professional organizations, alumni groups, faculty and potential employers appropriate for Dedman college candidates, as well as providing opportunities for participation in career related events and creating networking opportunities for students and alumni; assisting in planning and administering career development workshops and seminars to guide students from selection of an academic major through the job-search or application to graduate or professional schools; assisting in developing and administering outreach programs to inform both faculty and students of the need for long-term career planning and career development; providing leadership and training for counselors on staff including professional development opportunities in journal publishing and presenting at conference, best practices in career counseling and case student management; event coordination, planning and development; exceeding employer expectations – preparing students for employment with “work readiness” programs, as well as managing/planning employer relations programs. Master’s degree is required. Coursework in career counseling and human resource recruitment methods is preferred. A minimum of two years of professional work experience in career counseling or job placement is required. Experience providing career services is preferred. Experience with employer relations is desirable. Experience in higher education is a plus. Candidates must demonstrate strong interpersonal, written, and oral communication skills, with the ability to build relationships with a wide range of constituencies in a diverse community. Must also demonstrate a strong knowledge of employer relations methods, career development theories and individual job search techniques. Candidates must demonstrate current knowledge of employment and career planning materials with the ability to assist individuals with career decision and development concerns. The ability to work with online resources including career exploration tools and registration/recruiting systems (e.g. CSO or NACElink) is essential. Candidates must possess a working knowledge in Microsoft Office. ***DEADLINE TO APPLY: January 10, 2011. Please visit our website www.smu.edu/hr/recruit to apply 0700100.***

WEB DEVELOPER 1 (DESIGNER) – 0007199 – (Job ID# 1502) – **Central University Libraries/Processing, Technology and Digital Services** – (Mid 40's to Mid 50's) - The Web Developer is responsible for aesthetic web design for the Central University Libraries (CUL). Working in a team environment and under the supervision of the Web Team Leader, this position will review, revise and maintain all of the library web spaces in order to meet the needs of faculty, students and visitors. Primary duties and responsibilities include: creating original artwork (e.g. buttons, banners logos, advertisements etc.); developing site color schemes and typography; assisting in developing and maintaining an overall brand to be applied and modified as necessary across all the library web spaces; manipulating and transforming photographs and other raster graphics; producing animation, web videos and vector graphics; developing site-wide design standards including templates, layout, navigation, accessibility style guides, etc.; adapting standards to accommodate system and device restrictions; creating web pages (HTML and CSS) independently and in collaboration with the Web Team; serving as design lead on assigned projects; developing personal knowledge and understanding of CUL web services; documenting client goals and needs; developing rapid prototypes for approval processes; responding to help tickets as

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needed; serving on SMU and CUL wide committee work as needed; instructing/assisting library staff with new content delivery methods as the web infrastructure changes; and assisting with preparing web usage statistics as needed. Bachelor's of Arts or Bachelor's of Science degree in Graphic Arts or Multimedia Design is strongly preferred. A minimum of two years work experience is required, preferably in web and interface design. Experience in academic libraries is preferred. Candidates must possess a strong working knowledge of Adobe Creative Suite (Photoshop, Illustrator, Flash, Fireworks). Must also possess a basic working knowledge of HTML and CSS. A portfolio of best examples (graphics, artwork, websites, etc.) is required. Candidates must possess strong project management skills with the ability to cooperatively set and effectively attain goals in fast paced, constantly changing environment. Must also be able to conceptualize, present and execute ideas within a tight schedule. Candidates must demonstrate strong analytical and problem solving skills. Must also demonstrate strong interpersonal and verbal communication skills. A strong customer service orientation is essential. Project management experience is strongly preferred. Experience in social media sites and tools (blogs, online video, podcasting, etc.) is highly desirable. Experience with web design optimized for mobile devices is a plus. **DEADLINE TO APPLY: January 3, 2011. Please visit our website www.smu.edu/hr/recruit to apply 0007199.**