



**Position Title:** Director, Career Pathways Initiative (CPI)  
**Reports To:** Dean of Retention and Student Success  
**Department:** Student Affairs  
**Classification:** Full-time, Salary Exempt, Benefits Eligible, Grant Funded

## **POSITION OVERVIEW**

The Director of the Career Pathways Initiative (CPI) is responsible for integrating the educational and career preparation through stronger internships, experiential learning opportunities, career counseling and other career pathways activities.

## **DUTIES AND RESPONSIBILITIES**

- Facilitating communication between UNCF and respective LOC campus contacts
- Coordinating technical assistance to campus CPI taskforces
- Ensuring timely execution and implementation of grant activities including project updates and reports
- Providing leadership for volunteer chairs of CPI taskforces

## **MINIMUM QUALIFICATIONS**

- Bachelor's degree required (Master's preferred)

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Successful track record of program administration, project development, or grant-funded activities
- Familiarity with higher education administration, particularly within HBCU and/or PBI institutions preferred
- A high-degree of self-motivation and initiative, strong communication and relationship-building skills
- Demonstrated ability to work collaboratively with many stakeholders and constituents of diverse backgrounds and expertise
- Willingness to embrace ambiguity, solve problems, attention to detail, and professionalism
- Available for periodic local and regional travel as necessary

## **WORKING CONDITIONS/PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 20 lbs. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: [jobs@loc.edu](mailto:jobs@loc.edu). Please put the job title in the subject line

- Cover Letter
- Resume
- Unofficial transcript of highest educational level completed
- 3 references including contact information

**Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.**

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

**No Solicitations or Phone Calls Please**