WESTMONT COLLEGE

Director of the Office of Life Planning (Career Center)
Student Life Division

POSITION SUMMARY: The Director is responsible for all aspects of the Office of Life Planning and its role in the context of a Christian liberal arts institution. The Director plays a leadership role in articulating the college’s vision of vocation to incoming students and their parents, current students, and alumni. The Director oversees the Office of Life Planning (Career Center)’s resources and its partnership with other campus departments to equip students with increased self-understanding, general workplace skills, job search essentials, and job/internship experiences to emerge from Westmont with confidence in their pursuits after graduation.

QUALIFICATIONS: The position requires a Master’s degree, preferably in Career Counseling and/or Development, Student Development, Counseling, or a related discipline; at least 3 years of administrative and supervisory experience, preferably in a liberal arts college career center; knowledge of career assessment tools; proven effectiveness in career counseling and community networking for job/internship development; knowledge of and ability to utilize information technology resources used in career planning and placement; exceptional written and oral communication skills.

SPECIFIC RESPONSIBILITIES:
1. Guide the development and implementation of strategic departmental vision, long-term goals, annual objectives, assessment, and annual budget, in conjunction with the Vice President for Student Life and Dean of Students.
2. Hire, train, supervise, and develop Office of Life Planning (Career Center) staff, including the completion of annual performance review.
3. Oversee the career counseling mechanisms of the Office of Life Planning (Career Center) relating to career exploration, self-assessment, resume writing, interview skills, job search, and the application to graduate and professional schools, in both individual and group settings.
4. Build on existing partnerships with academic departments to foster career exploration components in the curriculum and academic advising.
5. Approve and direct strategies with Office of Life Planning (Career Center) staff who work with faculty and external employers to increase academic year and summer internship and job placements.
6. Develop a partnership with the Alumni and Parent Relations Office to offer career services to alumni and to cultivate strong alumni involvement and career support for current students.
7. Solicit and utilize employer feedback to respond to the needs of business, industry and organizations by updating training to students offered through the Office of Life Planning (Career Center) and offering suggestions to academic departments.
8. Lead in ways that promote teamwork and encourages a positive work environment. Conduct regular staff meetings.
9. Insure ongoing professional development of staff so they are aware of and meet the needs of an increasingly diverse student body.

10. Oversee branding and promotion efforts, including updating the Career website, as needed, to meet best practice standards.

11. Conduct student satisfaction assessments to utilize results to meet the goal of understanding and responding to student needs.

12. Establish affiliation with appropriate professional organizations for the purpose of maintaining best practices and networking.

13. Actively contribute to assigned committees.

14. Perform other related duties as assigned.

GENERAL RESPONSIBILITIES:
1. Actively contribute to the initiatives in the Student Life Division.

2. Available to work occasional nights and weekends.

3. Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with faculty and staff colleagues by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.

4. Other duties as assigned.

Reports to: Vice President for Student Life and Dean of Students

Priority Application Due Date: March 23, 2015
Accepting applications until position is filled.

2.17.15