Director of COVE Career Center and Career Counselor
Office of College Advancement

Position Summary: Empower students for lives of purpose, service, and leadership through professional coaching, personal assessments, job skills development, internship and job search techniques, and in-class instruction. Assists the Vice President of Advancement by providing leadership and execution of the department’s priorities. Provide one-on-one and group guidance for students, participate in student outreach and events, collaborate with faculty and staff, and supervise department interns and residence hall ambassadors to leverage on-campus presence. Effectively reach students to encourage academic pursuits, internship and career exploration, and skills needed for life after graduation. Serves on advancement senior leadership team.

Qualifications: Bachelor’s degree, Master’s preferred in career development, student development, counseling, or a related discipline; at least 3-5 years career counseling experience, preferably in higher education; knowledge of the principles of individual and group behavior; understanding of effective individual counseling techniques; awareness of the developmental process of college age students; experience in developing a network for internship and employment opportunities for all majors; strong written and oral communication skills; certification in the Myers Briggs Type Indicator and the Strong Interest Inventory preferred; capability to work with diverse populations on and off campus; ability to work independently and as a team member, and with a wide range of constituencies (students, faculty, staff, alumni, community); and familiarity with Google and Microsoft suites and willingness to learn and leverage additional technologies. Personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations required. Clear understanding of and ability to articulate the distinctives of a Christian liberal arts education.

Responsibilities

- Departmental Leadership and Duties: Assist the Vice President of College Advancement in the development and implementation of departmental vision, annual objectives, long-term departmental goals, and assessment efforts. Represent the department on various committees as determined by the Vice President. Work in concert with Alumni and Employer Relations, Parent Relations, and other departments. Advises Advancement senior leadership team on opportunities to grow the career network among constituents.
- Supervise Career Counselor(s), who will, in turn conduct one-on-one student sessions, group/class presentations, and supervise student interns and residence hall ambassadors.
- Career Coaching and Programs: Provide one-on-one and group guidance for students related to career exploration, choice of major, and discernment of values, skills, interests, personality assessments, resume and related materials, internship and job search, and interview skills. Lead, collaborate, market, and execute on group events in and out of the classroom. Present on department topics at workshops and campus events as requested.
- Supervise Systems Analyst/Administrative Assistant: Supervise COVE administrative support person who will, in turn, oversee all aspects of on-campus student employment.
- Class Instruction and Faculty Resource: Oversee and teach “for-credit” summer internship class (including summer), visit or teach class sessions as requested.
• Interview and hire future employees for COVE in coordination with the Vice President of College Advancement.
• Create reports on programs implemented by COVE targeting current and recent graduates.
• Develop and oversee career training services in order to prepare students for a successful transition from college to career.
• Serve on the OCA Leadership and Strategic Planning Task Force led by the Vice President for College Advancement.
• Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others 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.
• Other related duties as assigned.

Work Schedule: Full-time, on campus, with minimal to no remote work (exempt).

Reports to: Vice President of College Advancement

Pay Range: $73,600–$86,100