Carleton College Exempt Position Description

Job Title: Associate Director
Reports To (Title): Director
Department: Career Center
Division: Student Life
Revision Date: March 22, 2021
Grade: 13

Position Overview:
The Associate Director provides strategic direction of career coaching initiatives across class years and industry themes. Assume primary responsibility for outcomes-based assessment planning as well as data collection and reporting. Provide career coaching to students and recent graduates in individual and workshop environments. Oversees daily operations of the Career Center.

Department Overview:
The mission of the Carleton Career Center is to empower students and recent graduates to integrate and apply their liberal arts education toward succeeding in their career paths and living a meaningful life after Carleton. Through a variety of programs, resources, and tools, the Career Center assists students with ongoing self-assessment and skill and knowledge building and provides experiential opportunities and access to employers and graduate programs. We engage the Carleton community and facilitate career-related connections and learning opportunities among our partners — students, alumni, parents, faculty, employers, and friends — to position students for success. More about our Career Center.

Essential Job Functions/Responsibilities:
● Coordinate center-wide strategies to support developmental needs of students through class-based and industry-based career coaching activities.
● Develop partnerships with academic departments to support an integrated model of career coaching and academic advising.
● Supervise and provide leadership to professional staff members with a focus on student success, team building, training, and development.
● Lead Career Center assessment, evaluation, outcomes, and data reporting efforts.
● Provide career coaching to students through individual appointments, group presentations, and industry-based programming.
● Collaborate with alumni relations to develop career-development programming for alumni with a specific emphasis on the first five years after graduation.
● Provide day-to-day oversight of office functions in conjunction with the Career Center leadership team.

Additional Job Responsibilities:
● Manage one or more thematic career communities.
● Develop foundational career development programming.

Describe Supervision Received and Exercised:
Report to the Director. The Associate Director will have direct responsibility for approximately three Program Directors.

**Education/Experience/Skills (supported by job duties):**

**Required:**
- Minimum of five to six years’ experience in a higher education setting
- Supervisory and/or leadership experience towards building strong teams.
- Strong interpersonal skills, particularly to build strong relationships with faculty.
- Excellent attention to detail
- Ability to implement systems thinking.
- Excellent communication skills, including presentation and writing, demonstrating ability to present information to groups in a compelling way.
- Ability to manage multiple priorities and multitask in a fast-paced environment.
- Experience working with students and staff from diverse backgrounds.
- Master’s degree in relevant field

*In addition to meeting the above required education, skills, and experience, following are highly desired skills and experience,*

- At least five years of experience in higher education and/or career development in a liberal art setting
- Background in career development and student development theory with in-depth knowledge of career-related resources and tools specifically for college populations
- Proven ability to manage program assessment and outcomes processes.
- Experience managing office logistics and building strong teams.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

Last date reviewed: 04/29/2021
Reviewed by (position title): Kerstin Cardenas- per request from Maya Rutherford