

Warren Wilson College

POSITION TITLE: Director of Career Services
(Full-time, 12-month position)

DEPARTMENT: Career Services

REPORTS TO: Dean of Work

POSITION SUMMARY:

The Director of Career Services assists students (undergraduates and alumni) with translating their interests and experiences (academics, work service, leadership) into careers which leads to productive and meaningful lives.

SPECIFIC RESPONSIBILITIES:

1. Provide individual and group counseling sessions on a wide variety of career development topics, including choosing a major, a crew, an internship, a career, and a life path.
2. Guide students through the entire job search process from finding/creating positions, to networking, writing resumes and cover letters, creating resume portfolios, practicing interview skills, and negotiating salaries.
3. Collaborate with the Service Learning Office to help students find volunteer opportunities that will enhance their career objectives.
4. Assist faculty and staff by giving guest lectures, offering, or organizing speakers on career-related topics, locating internship opportunities, ordering resource materials, and researching employment opportunities.
5. Work with the Alumni Affairs Office and Alumni Board to enhance the Alumni Career Mentoring network.
6. Maintain an up-to-date, user-friendly resource library and web pages.
7. Compile and post job listings electronically, on bulletin boards, and through campus publications.
8. Build a contact base with local and regional employers.
9. Organize a summer job fair. Represent Warren Wilson College in the Western North Carolina area career fairs.
10. Stay current in the field.
11. Train, supervise, and evaluate the Career Services staff and student work crew.
12. Manage the Career Services budget.
13. Participate fully in the life of the college by serving on appropriate college task forces and committees.
14. Perform other duties as requested.

WORKING CONDITIONS:

Office Environment

QUALIFICATIONS:

1. A master's degree in college student personnel, higher education administration, counseling or other closely related discipline is required.
2. Demonstrated achievement in providing quality career services to a diverse population including traditional, minority, and international students and alumni.
3. Working knowledge of career development theory, proven ability to develop and implement successful career-related programming for multiple constituencies, and the ability to build relationships with local, regional and national employers.
4. Ability to work in a close-knit community that values consensus and teamwork.
5. Excellent communication skills, both written and oral.
6. Proven success in a career office as Director or Counselor with additional administrative duties.
7. Deep understanding of and commitment to the mission of Warren Wilson College.
8. The Director must be imaginative, highly motivated, and well organized.
9. The Director must be able to write clearly, edit ruthlessly, speak kindly, and listen intently.
10. The Director must be able to do his or her own word processing, database management, spreadsheet analysis, web page updates, and teach students how to do efficient internet research.
11. The Director must be able to organize events that meet students' interests and expand their horizons.
12. The Director must understand both student development theory and trends in national/international career patterns.
13. The Director will preferably have college teaching, advising, programming, or counseling experience.