



- Develop expertise with and consistently practice utilizing in house career services related technology.
- Participate in campus department meetings, and official College functions (internal and external) when appropriate and/or delegated by the Executive Director.
- Exhibit commitment to innovative ability-based education consistent with Alverno's principles.
- Ensure department complies with campus safety procedures and policies.

### Leadership and Management

- Oversee career coaches, including hire, train, and schedule and evaluate career coaches.
- Play a key role in hiring, training, development and evaluation of career coaches and student workers of the Career Studio.
- Ensure you and the staff that you manage understand roles, responsibilities and lines of accountability and are supported in the work of Career Studio.
- Actively seek opportunities to develop leadership skills.

### Career Coaching

- Provide comprehensive, individualized career and internship coaching to students and alumni at various levels of professional and industry experience, to help them define their short-and -long term career objectives, develop effective job search skills, and provide strategies and tools to achieve their career goals.
- Become a subject matter expert to provide guidance in the following areas: effective job search strategies, resumes, cover letters, interview and networking skills, Handshake & LinkedIn profiles, offer management, salary negotiations, professional communication, and graduate school applications.
- Maintain awareness of career development needs of specific student/alumni populations, and create and present related career development coaching and resources.
- Maintain industry knowledge of potential career paths related to each major.
- Maintain knowledge of current recruiting practices and timelines as related to specific majors.

### Innovation

- Work with Executive Director to review portfolio of programs and initiatives to identify the ones that may provide the best opportunity for overall department and college strategic plans.
- In this role, you will actively identify key areas for innovative programs, initiatives and strategies, develop plans according to varying timelines, and manage these processes by aligning innovation goals with Career Studio's strategic goals, and measurable outcomes.
- Research peer, competitor, and innovative coaching, programming, and resources to enhance and improve availability and delivery of services.

### Partnerships

- Develop and support new and current partnership engagements to include: identify and build relationships with prospective collaborative partners for student programming and internship opportunities.
- Meet with stakeholders to determine which programs, and initiatives need more growth and innovation.
- Partner with campus departments, such as student success, alumni relations, residence life, etc. to collaborate in developing and support career-related initiatives across campus.
- Develop and maintain strong relationships with employers and professional affinity organizations for on-campus recruiting and programming.

### Media and Digital Engagement

- Work with Executive Director to develop comprehensive marketing campaigns and collateral for internal and external constituents highlighting all services provided by the office.
- Collaborate with the Marketing Department for the development, production, and execution of digital and print materials/methods to ensure consistency of Alverno brand standards and reflect the department's overall marketing goals for services, events, programming, and other department initiatives.
- Evaluate emerging technologies and provide perspective for adoption where appropriate.

### Other Duties and Responsibilities

- Act as department lead in Executive Director's absence.
- Participate on university committees, including performing assigned committee work.
- Maintain knowledge and credentialing as appropriate for professional practice.

*The following information is not meant to be all-inclusive. Other duties and responsibilities may be assigned as necessary.*

## **Qualifications and Education**

### **Professional Pathway**

The Associate Director of Career Development will be provided the opportunity to participate in regional and nationwide professional development organizations and activities to ensure professional growth and industry knowledge. The position will offer a progressive, professional development plan for advancement opportunities.

### **Qualifications for Associate Director of Career Development**

- Master's degree in administration, counseling, business administration, human resources or closely related field.
- Experience in fundraising and/or grant management a plus.
- Minimum of five (5) years required, 7 years preferred of serving in a career-related leadership role, employer relations, corporate recruiting or similar position.
- Minimum of five (5) years required, 7 years preferred in business or partnership development.
- Experience and knowledge in comprehensive best practices and business operations within a higher education setting.
- Demonstrated knowledge of and experience with career coaching, counseling, or advising.
- High ethical standards and demonstrated ability and dedication to work with diverse populations.
- Flexible to work nontraditional work hours on some evenings and weekends.
- Requires excellent written and oral communication skills. Ability to communicate with both internal and external communities professionally and in a timely manner.
- Ability to interact with business and community organizations, to keep information confidential, and to represent the College well.
- Must have strong organizational, prioritizing and problem solving skills. Requires the ability to coordinate and meet multiple deadlines simultaneously
- Requires a flexible and collaborative work style and the ability to interact effectively with a variety of audiences internally and externally
- Respectful of the Alverno College Mission and values, and represent in a manner that helps build community, collaboration, and the reputation of the institution.
- Valid drivers' license and willingness to travel within Southeastern Wisconsin.
- Demonstrated commitment to promoting diversity, inclusion, and multicultural competence in an educational and work environment and must be willing to contribute to the department and college's strategic plan of inclusion.

**Required Credentials**

- Completion of career coaching course as a prerequisite to coaching certification.
- Career Coaching certification or obtain within agreed-upon timeline.
- Certified in Strong Interests Inventory within the first 12 months of position.
- Certified in Myers Briggs Type Indicator or obtain within the agreed-upon timeline.
- Maintain knowledge and credentialing as appropriate for professional practice
- Successful candidates will have a demonstrated commitment to promoting diversity, equity, inclusion, and multicultural competence in an educational and work environment and must be willing to contribute to the College's strategic plan of inclusion.

**How to Apply**

- Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>
- Please attach your cover letter, resume, and list of references to the online application

*Alverno College is an Equal Opportunity Employer and committed to workplace diversity.*