WESTMONT COLLEGE

**Director of the Office of Career Development & Calling**
**Student Life Division**

**POSITION SUMMARY:** The Director is responsible for all aspects of the Office of Career Development & Calling 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 calling to incoming students and their parents, current students, and alumni. The Director oversees the Office of Career Development & Calling’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 so they will emerge from Westmont with confidence in their pursuits after graduation.

**QUALIFICATIONS:** The position requires a Master’s degree, preferably in Career Development, Student Development, Counseling, or a related discipline; at least 5 years of administrative and supervisory experience; knowledge of the theological underpinnings of calling and the career development process for undergraduate students and alumni; proven effectiveness in leading innovation and change; knowledge of the process of career development and community networking for job/internship development; exceptional written and oral communication skills; strong understanding of the use of technology for effective provision of service; capability to work with diverse populations on and off campus. Personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations.

**SPECIFIC RESPONSIBILITIES:**

1. **Vision casting:** Lead, champion and steward the college’s efforts related to calling and career; guide the development and implementation of strategic departmental vision, long-term goals, and annual objectives to achieve a 6-year career and calling plan for students (includes one year pre-enrollment and one year post-graduation) and an effective approach to serving alumni.

2. **Supervision of Staff:** Hire, train, supervise, and develop Office of Career Development & Calling staff, including conducting regular staff meetings, promoting teamwork, encouraging a positive work environment, completing of annual performance reviews and ensuring ongoing professional development of staff so they are aware of and meet the needs of an increasingly diverse student body.

3. **Operational oversight:** Provide daily oversight of the Office of Career Development & Calling 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; oversee branding and promotion efforts; oversee the budget; ensure effective use of technology in career-related operations.

4. **Employers and internship sites:** Direct strategies of the Office of Career Development & Calling staff to establish and enhance relationships with
employers and internship, externships and job-shadowing sites (local, regional, national and international) to increase academic year and summer internship and job placements.

5. Internal and External Partnerships: Build on existing partnerships with academic departments to foster career exploration components in the curriculum and academic advising; enhance the 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; maximize co-curricular partnerships for vision implementation; establish affiliation with appropriate professional organizations for the purpose of maintaining best practices and networking.

6. Outcomes and Assessment: Oversee annual assessment activities for the Office of Career Development & Calling in alignment with divisional and institutional assessment goals; conduct student utilization, satisfaction and outcomes assessments for ongoing understanding of and responding to student needs; solicit and utilize employer feedback to respond to the needs of business, industry and organizations; establish targets and track progress toward student career outcomes, including participation in internships, job placements and alumni data.

7. Divisional and institutional responsibilities: Actively contribute to assigned committees and to the initiatives in the Student Life Division.

8. Perform other related duties as assigned.

GENERAL RESPONSIBILITIES:
1. Available to work occasional nights and weekends.
2. 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.

Work Schedule: This is full time position with salary commensurate with experience and education.

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

Priority Application Due Date: January 11, 2016. Accepting applications until position is filled.

11.12.2015