**Please see Special Instructions for more details.**

When applying you will be required to attach the following electronic documents: 1) A resume/CV that includes the names of at least three professional references, their e-mail addresses and telephone contact numbers (Upload as 'Other Document' if not included with your resume/vitae). 2) A cover letter indicating how your qualifications and experience have prepared you for this position. For additional information about this position please contact: Talley Richardson at Talley.Richardson@oregonstate.edu For additional information about the application process please contact: Caroline Shriver at Caroline.Shriver@oregonstate.edu, 541-737-6411 OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OSU STANDARD 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the Criminal History Check Requirement.

**Position Details**

**Position Information**

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| **Department** | Career Development Ctr (MSA) |
| **Position Title** | Consultant-Career Counselor |
| **Job Title** | Assistant Director Virtual Career Development |
| **Appointment Type** | Administrative/Professional Faculty |
| **Job Location** | Corvallis |
| **Position Appointment Percent** | 100 |
| **Appointment Basis** | 12 |
| **Faculty Status** | Regular |
| **Tenure Status** | Fixed-Term |
| **Pay Method** | Salary |
| **Recommended Full-Time Salary Range** | Salary is commensurate with education and experience. |
| **Position Summary** | The Career Development Center is seeking an Assistant Director for Virtual Career Development. This is a full-time (1.0 FTE), 12-month, fixed term professional faculty position. Reappointment is at the discretion of the Director.  The Assistant Director is a member of the Director’s management team which collaboratively works to provide leadership and vision in developing, implementing, and enforcing plans, policies, procedures, systems, programs, and performance standards designed to effectively deliver comprehensive career services to an assigned college(s) of the University. |
| **Position Duties** | 35% On-Line Student Advising/Consultation  Provides students (undergraduate and graduate) individual assistance in defining career options, developing employment skills, and job-search strategies and graduate school application procedures. Utilizes CSO to reach out to targeted student groups to advertise upcoming events and provide individualized appointment follow up support.  20% Experiential Education  Works with assigned college students, faculty, staff, and alumni career services to identify, develop, and connect college specific experiential education (pt jobs, coops, internships, volunteer ops, job shadowing, clinicals, assistantships) opportunities to students in the college.  15% Faculty Development Works with college faculty/administration to coordinate on-line college specific outreach, programming, and customized seminars/workshops/programs based on student needs assessment and faculty requests/advice. Works with and advises faculty/college administrators on methods designed to enhance the quality of experiential learning/career development for their college programs and to expand college/departmental participation.  10% Education and Training Workshops 1) Develops, coordinates, and facilitates on-line college specific training and skill development workshops and/or classes to include resume and cover letter preparation, career information technology including internet resources and on-campus resources, interview skill development, experiential learning preparation/participation, job-search strategies, graduate school strategies, and the use of social media and other technologies to network and manage the professional careers of OSU students.  2) Coordinates, provides, and advertises professional development opportunities for Advisors, faculty and staff in your assigned college around topics related to career development.  5% Employer Development Works with Employer Relations, Faculty, and students/alumni to build partnerships between the university and external communities (business, the public sector, and not-for-profit entities) on-line emphasizing college specific development and marketing to expand experiential learning, full-time employment opportunities and graduate school options.  5% Resource Development Researches, develops, and coordinates on-line college specific resources in support of the development of a mentor database, programming, and independent student, staff, and faculty resources – including handouts, webpage resources, employer directories, job boards, professional association lists, etc.  5% Statistical Data Collection/Dissemination Conducts assessments and follow-up studies through electronic communications, direct mail, and telecommunications of all graduates to determine employment levels, position titles, starting salaries, and continuing professional development. Shares and uses this information with students, faculty, and administration in support of student, alumni, faculty and college specific career development.  5% Additional Responsibilities The Assistant Director will supervise staff members assigned to support their work in their college(s). The Assistant Director will be accountable for the coordination, supervision, and reporting of all assigned activities.  The Assistant Director will also participate in: • Staff activities, including but not limited to staff meetings, events, workshops, career fairs, info sessions, on-campus recruiting programs. • An annual performance evaluation. • Professional development activities including both on-campus opportunities and involvement in state, regional, and national associations. • Publications (Print and Electronic): Oversee the production of publications/promotional materials related to their college and the overall career services operation. • College specific committees and groups and cross campus committees and groups. |
| **Minimum/Required Qualifications** | Master’s degree (emphasis in student affairs, counseling, human resource management, or related field).  Two to five years of experience in a university career services office setting.  Strong organizational, program development, and communication skills.  Creative and critical thinking/reasoning abilities  Demonstrated competency to oversee multiple tasks with attention to detail  Ability to work effectively with a broad range of internal and external constituents including students, employers, alumni, faculty, and staff.  This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OSU STANDARD 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the Criminal History Check Requirement. |
| **Preferred (Special) Qualifications** | Demonstrated ability to be collaborative, high energy, and team oriented.  Knowledge of word processing, excel, outlook, CSO, Basecamp, MBTI and Strong Interest Inventory, Sigi,  Career Development Facilitator Certification.  A demonstrable commitment to promoting and enhancing diversity |
| **Working Conditions / Work Schedule** |  |
| **This position requires a clear and unambiguous commitment to compliance of all National Collegiate Athletic Association (NCAA) regulations for Division I (FBS) universities.** | Yes |

**Posting Detail Information**

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| **Posting Number** | P00111UF |
| **Number of Vacancies** | 1 |
| **Anticipated Appointment Begin Date** | 04/18/2016 |
| **Anticipated Appointment End Date** |  |
| **Posting Date** | 03/11/2016 |
| **Full Consideration Date** |  |
| **Closing Date** | 04/15/2016 |
| **Indicate how you intend to recruit for this search** | Competitive / External - open to ALL qualified applicants |
| **Special Instructions to Applicants** | When applying you will be required to attach the following electronic documents:  1) A resume/CV that includes the names of at least three professional references, their e-mail addresses and telephone contact numbers (Upload as ‘Other Document’ if not included with your resume/vitae).  2) A cover letter indicating how your qualifications and experience have prepared you for this position.  For additional information about this position please contact: Talley Richardson at Talley.Richardson@oregonstate.edu  For additional information about the application process please contact: Caroline Shriver at Caroline.Shriver@oregonstate.edu, 541-737-6411  OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.  This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OSU STANDARD 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the Criminal History Check Requirement. |