**Position Details**

Position Information

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| **Department** | Career Development Ctr (MSA) |
| **Position Title** | Consultant-Career Counselor |
| **Job Title** | Assistant Director of Career Development |
| **Appointment Type** | Administrative/Professional Faculty |
| **Job Location** | Corvallis |
| **Position Appointment Percent** | 100 |
| **Appointment Basis** | 12 |
| **Faculty Status** | Regular |
| **Tenure Status** | N/A |
| **Pay Method** | Salary |
| **Pay Period** | 1st through the last day of the month |
| **Pay Date** | Last working day of the month |
| **Recommended Full-Time Salary Range** | $44,496-$75,516 |
| **Position Summary** | **The Career Development Center is seeking three Assistant Directors of Career Development. These are full-time (1.0 FTE), 12-month, professional faculty positions.**   Assistant Directors with the Career Development Center (CDC) are educators, counselors, strategists, relationship-builders, and communicators. They are an advocate for students as they navigate their journey from college to career. They teach, support, and equip faculty, advisors, and students with career-readiness skills, tools, and best practices. The Assistant Director is a member of the CDC on the Career Education Team, but is embedded within an academic college. The position is responsible for developing, implementing, and evaluating short- and long-range goals and objectives related to career development for that college and the Career Development Center. They provide leadership and vision for programs designed to effectively deliver comprehensive career services for the students they support. They build cross-campus relationships and determine resource needs and priorities. The successful candidate possesses energy and enthusiasm for helping students succeed, attention to detail, and the ability to manage many priorities. |
| **Position Duties** | **40% Student Program Development and Implementation:** Develops, plans, and facilitates trainings and opportunities for students in assigned college(s) to empower them to reach their unique future goals. Includes but is not limited to workshops, classroom presentations, panel discussions, club presentations, networking events with employers and alumni, and webinars.   Develops college-specific resources and event advertisements – including handouts, webpage resources, classroom assignments, newsletters, etc. (in partnership with college or CDC marketing personnel). Create programming and promotional messages that are sufficiently compelling and adapted to student needs to drive attendance in a noisy educational environment.   Assess and evaluate strategy on an ongoing basis in partnership with CDC and college leadership. Complete reports and strategic planning processes to support programming.   **30% Relationship-Building/Collaboration with Partners:** The Assistant Director is a catalyzing force in the colleges, encouraging ever broader buy-in and participation in preparing students for their future goals from all relevant stakeholders in a college. Collaborate with college and campus partners to develop strategy for career education programming. Meet regularly with associate deans and college leadership to refine strategic plans, processes, reports, and next steps.   Partner with CDC Employer Relations and the OSU Alumni Association to create connections between students and employers/alumni.   Provide trainings and resources to faculty and advisors. Actively reach out to new college partners to expand participation in career education across all areas of the academic experience (advising, teaching, and research faculty, graduate program coordinators, department heads, associate deans, experiential learning and internship coordinators, etc.)   **20% Career Counseling/Advising:**  The Assistant Director provides one-on-one advising support to students, including counseling them on resume preparation, interviewing, job and internship searching, graduate school applications, salary negotiation, and career path exploration.  Assistant director must thrive at building relationships and establishing rapport with students. This includes building trust, demonstrating empathy, adapting resources and support to diverse needs, passion for serving underrepresented students, working with in-person and virtual students of all backgrounds, and understanding the needs of learners first year through Ph.D.   Train, hire, and supervise student workers as college needs require to expand career advising support.   **5% Assessment** Assess overall effectiveness and outcomes of strategies, ensuring continuous improvement. Assess individual program components and revise as needed to best support program goals and integrate with other institutional initiatives. Coordinate, supervise, and report on all assigned activities back to the Career Development Center and to college partners.   **5% Additional Responsibilities:** Participate in CDC staff activities including, but not limited to, staff meetings, events/workshops/career fairs/info sessions/on-campus recruiting programs/tabling. Help staff career fairs each term and other all-team large events and retreats.  Participation in annual performance evaluation process.  Professional development activities including on-campus trainings/workshops, webinars, career development conferences, and other opportunities.  Provide career education expertise that informs university-wide CDC initiatives, marketing campaigns, resources, and events.  Participate in CDC hiring of staff, reporting, and strategic planning processes. |
| **Minimum/Required Qualifications** | • Bachelor’s degree in student affairs, college services admin, counseling, psychology, or a degree in a field directly relating to the students they serve • Minimum of two years of experience in related roles (e.g. career development, academic advising, teaching, recruitment/HR, coaching, communication, etc.) • Demonstrated ability to work effectively with a broad range of constituents, for example, students, employers, alumni, faculty, and staff. • Excellent communication skills, both written and oral (e.g. presentation experience) • Experience creating and executing programs or managing large projects • Demonstrated competency to oversee multiple tasks with attention to detail • A demonstrable commitment to promoting and enhancing diversity  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.  This position requires driving a university vehicle or a personal vehicle on behalf of the university; therefore, the incumbent must successfully complete a motor vehicle history check, possess and maintain a current, valid driver’s license in their state of residence, be determined to be position qualified and self-report convictions as per University Policy 05-030. |
| **Preferred (Special) Qualifications** | • Master’s degree • Experience with career education or other related higher education roles • Experience in STEM fields or liberal arts industries, etc. • Experience in the area of research, assessment and evaluation of programs. . |
| **Working Conditions / Work Schedule** | Typical office environment, Monday – Friday. May have events in evenings occasionally that require operating a vehicle. |
| **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** | P05828UF |
| **Number of Vacancies** | 3 |
| **Anticipated Appointment Begin Date** | 09/15/2022 |
| **Anticipated Appointment End Date** |  |
| **Posting Date** | 07/05/2022 |
| **Full Consideration Date** |  |
| **Closing Date** | 08/01/2022 |
| **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; and  2) A cover letter indicating how your qualifications and experience have prepared you for this position.  You will also be required to submit the names of at least three professional references, their e-mail addresses and telephone numbers as part of the application process.  • Starting salary within the salary range will be commensurate with skills, education, and experience.  For additional information please contact: Elizabeth Simmons at elizabeth.simmons@oregonstate.edu  OSU is committed to the health of our local and global community. All employees and students are required to comply with the university’s COVID-19 Vaccination Program. Please visit https://covid.oregonstate.edu/ for additional information about OSU’s plans for safety and success, as well as options for compliance with the vaccination program.  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.  This position requires driving a university vehicle or a personal vehicle on behalf of the university; therefore, the incumbent must successfully complete a motor vehicle history check, possess and maintain a current, valid driver’s license in their state of residence, be determined to be position qualified and self-report convictions as per University Policy 05-030 et seq. Offers of employment are contingent upon meeting all minimum qualifications including the motor vehicle check requirement. |

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).

**Documents Needed to Apply**

**Required Documents**

1. Resume
2. Cover Letter

**Optional Documents**