ASSISTANT DIRECTOR, CAREER EDUCATION & ADVISING

POSITION SUMMARY

We seek individuals with creative ideas, a collaborative spirit, and a commitment to the career development of undergraduate students.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

As a member of the Career Education & Advising Team, you will be responsible for the following:

- Report to the Senior Associate Director, Career Education and Advising to provide career education and advice, as well as, execute campus initiatives and develop partnerships with Occidental College students and alumni.
- Display a collaborative and cross-functional approach to working with Employer & Alumni Engagement and other teams to meet employer and stakeholder needs, develop talent pipelines, drive campus initiatives, and increase student preparation and exposure to a wide range of employment and continuing education opportunities.
- Ability to extract and integrate an understanding of counseling theory, and career development into large/small scale programming.
- Develop curriculum to execute a career education and job search preparation strategy to prepare students for opportunities across multiple industries and functions.
- Demonstrate ability to be an innovative, systems thinker, capable of developing the framework for individualized offerings to students and alumni while showcasing career resources.
- Provide high-quality career advising to all undergraduate to prepare students to maximize career and graduate or professional school opportunities.
- Manage and expand experiential learning, professional development, and internship opportunities, including, but not limited to current and future career services strategic initiatives
- Interpret career assessments, such as Strength Finder, Strong, and MBTI.
- Serve as a project manager or team member for various strategic initiatives, as needed.

QUALIFICATIONS

- Bachelor’s degree required. Master’s degree preferred. Five years experience in career advising, talent acquisition or related experience.
- Experience working in a team-oriented environment, required.
- Strong presentation and workshop facilitation skills, required.
- Goal oriented; self-motivated with the ability to use critical thinking skills to use good judgement in decision making.
- Must understand and demonstrate proficiency in articulating career and graduate school options for undergraduate liberal arts students.
- Must demonstrate basic knowledge of employment sectors such as financial services, non-profit, and government.
- Experience using Handshake or Symplicity, desired but not required
- Familiar with interpreting and delivering career assessments (i.e. Myers-Briggs Personality Type, StrengthsFinder, Strong Interest Inventory) desired, but not required
- Possess the ability to maintain enthusiasm for hard work, changing priorities, and multiple deadlines.
Please submit a resume and cover letter to resumes@oxy.edu and hccjobs@oxy.edu explaining how your qualifications meet the requirements for the position. Applications without a cover letter will NOT be reviewed.

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.