We seek individuals with creative ideas, a collaborative spirit, and a commitment to the career development of undergraduate students. To learn more about the Hameetman Career Center, please click on the following link or copy and paste the link in a web browser [https://www.oxy.edu/hameetman-career-center](https://www.oxy.edu/hameetman-career-center).

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

- Report to the Hameetman Career Center - Executive Director 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 students including internship and job search, Pre-Law, Pre-MBA, and Graduate School advising 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.
- Skilled in facilitating, reviewing, and implementing career assessments, such as Strength Finder, Strong, and MBTI.
- Serve as a project manager or team member for various strategic initiatives, as needed.

Bachelor’s degree required. Master’s degree preferred.

- 5-7 years experience in career services advising, campus recruiting, human resources, or talent acquisition.
- Experience working in a team-oriented environment, required.
- Strong presentation and workshop facilitation skills, required.
- Must possess excellent verbal and written communication, interpersonal, and organizational skills.
● 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.
● A collaborative, team player with an ability to demonstrate sound judgment when dealing with a diverse community of students, faculty, and constituents.
● 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.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter to hccjobs@oxy.edu explaining how your qualifications meet the requirements for the position. Applications without a cover letter will NOT be reviewed.

ADDITIONAL INFORMATION

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College’s strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit https://www.oxy.edu/offices-services/human-resources/benefits-information.

All qualified applicants will be considered for employment, 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.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

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.

Rev. May 2021