



## DESCRIPTION, DUTIES, & EXPECTATIONS OF POSITION

**Position Title:** Associate Director of Career Development and Experiential Learning

**Personnel Classification:** Professional Staff, Full-time, Twelve-month-Exempt

**Department:** Student Success

**Position Supervisor:** Director of the Wackerle Center for Career, Leadership and Fellowships

**Department Head:** Vice President and Dean for Student Success

**Position Summary:** The person in this position will provide quality career/vocational advising to students through individual counseling, workshops and seminars. Responsibilities also include supporting students' career development and curricular goals by developing and sustaining connections with local, regional, and national employers, alumni and community organizations to provide high-impact experiential learning opportunities.

**Duties and Responsibilities:** Exercising discretion and independent judgment, duties and responsibilities may include but are not necessarily limited to the following:

1. Provide current students and alumni with career development opportunities including resume and cover letter development, interview skills, workshops, networking events and guest speakers.
2. Provide career advising/coaching to students as they explore career options and seek to gain experience.
3. Serve as primary transfer student career advisor, connecting them to strategic opportunities that will help them develop a portfolio of experiences.
4. Collaborate with the Associate Director of Employer Relations and Internship Development to identify and assist students in connecting to employers for internship opportunities.
5. Collaborate and work with the Vice President, Development and College Relations to create opportunities that engage alumni in supporting student career development experiences, for example career tours, networking events, mentoring, career coaching.
6. Assist faculty in developing experiential learning opportunities that satisfy the Community Engagement requirement of the core curriculum.
7. Develop comprehensive tracking process for all experiential learning programs including internships, REU's, study abroad, fellowships, service learning, etc.
8. Develop an experiential learning portfolio framework for students to use that will track and help them reflect on their experiences.
9. Other duties as assigned.

**General Expectations of Position:** Conduct is expected to be professional and courteous, reflecting Monmouth College in a positive light. Likewise, duties and responsibilities are to be carried out in a manner that promotes and is consistent with the intrinsic goals of the College. Regular and predictable attendance on the job as assigned is an essential function of the position. Work additional time (weekends and evenings) as necessary to successfully carry out all position responsibilities and achieve program goals and results. Some travel required. All requirements are subject to change with possible modifications made to reasonably accommodate individuals with disabilities.

**Work Relationships:** Reports to the Director of the Wackerle Center for Career, Leadership and Fellowships and through the Vice President and Dean for Student Success and through the Vice-President and Dean for Student Success and the President. Works directly with other members of the Center for Academic and Career Excellence (ACE) and Student Life staff. Daily contact with students, staff, faculty, alumni and representatives of prospective employers and other persons outside the campus community.

**Education, Experience, and Certification:** Bachelor's degree required. Master's degree in College Student Personnel or related field in higher education preferred.

**Skills, Knowledge, and Abilities:** Demonstrated ability to plan, implement and evaluate complex tasks and procedures. Excellent organizational and supervision skills. Excellent written and oral communication and interpersonal skills, a good sense of humor and the ability to work energetically and well with college students are essential. Willingness and ability to work effectively with all campus and associated constituencies. Ability to maintain confidentiality.

**Additions, Amendments and Deletions:** The whole or any portion of this description may be added to, amended, or deleted at any time by the position supervisor, or the President. Prior review by the Human Resources Office should be completed in advance of such changes.

**Distribution:** One (1) copy of this document will be provided to both the employee and position supervisor. An additional copy will be maintained in the employee's personnel file.