

COLLEGE POSITIONS POSTED TO THE GACE ORGANIZATION

Director of Career Services: Reinhardt College

Overview:

Reinhardt College seeks an energetic, independent professional for the position of Director of Career Services. Reporting to the Vice President for Student Affairs & Dean of Students, the director is primarily responsible for providing visionary leadership and expanding a comprehensive career services program for undergraduate and graduate students designed to support the unique and wide ranging career interests of liberal arts students and recent graduates utilizing best practices for career services in a liberal arts setting.

Responsibilities:

The director is responsible for providing leadership in assisting with individual and group career exploration and graduate school direction, designing and conducting career exploration and life planning workshops, teaching job search skills and strategies, cultivating internships and recruitment opportunities, and coordinating career fairs and dining etiquette workshops.

Responsibilities also include successfully communicating, collaborating and coordinating with internal partners (student leaders, student affairs staff, advancement and alumni officers, administrators, faculty and academic deans) as well as with external partners (alumni, parents, consortia colleagues, and employer representatives throughout corporate, nonprofit, governmental, and educational organizations) in an intentional effort to establish and maintaining employer relationships, generating and coordinating internship and job opportunities as well as graduate school opportunities.

Moreover, the director is responsible for implementing new career technologies, and effectively maintaining webpages, software and databases.

Qualifications:

The successful candidate will possess a bachelor's degree (master's degree preferred) and a minimum of 2-3 years of experience demonstrating progressive responsibility and leadership in college/university career services or parallel setting.

The successful candidate will have a clear understanding of the role of a private liberal arts college.

He or she will have demonstrated a comprehensive understanding of career development and services including familiarity with career guidance and exploration, training for skill development, internships and experiential programs, job search strategies, job market trends, employer relations and recruitment methodologies.

The successful candidate must demonstrate the ability to capitalize on technology (i.e. webpages, networking sites, virtual career fairs, blogging, etc.) to facilitate career exploration, placement and assessment.

The successful candidate should also possess exceptional communication, interpersonal skills and should possess the ability to work effectively one-on-one and with groups in a variety of business and educational settings; have a collaborative work style conducive to building partnerships.

The successful candidate should possess excellent analytical and problem-solving skills as well as the ability to manage multiple projects concurrently; and the initiative and imagination for innovation.

How to Apply:

A complete application will include:

- (1) a letter of interest,
- (2) a current resume or curriculum vitae
- (3) and contact information for three professional references.

Please mail this packet to:

Office of Human Resources
Reinhardt College
7300 Reinhardt College Circle
Waleksa, GA 30183

Application Deadline: August 29, 2008

Job Title: 155239- Academic Advisor

Deadline: 9/1/08

Organization: University of Rochester

Phone: 585 275 2200

Job Description: General Purpose: Temporary position until 12/31/08. Advises undergraduate students in academic program planning; provides and obtains factual information with respect to registration in courses; assists students having academic difficulties; makes appropriate referrals. Provides assistance in administrative matters. Description of Duties: Under general direction and with latitude for independent judgment: Advises undergraduates in academic program planning, using knowledge of academic programs, courses, prerequisites, degree requirements, rules and regulations. Assists students seeking preliminary career counseling and special academic programs. Assists students seeking admission to medical school or other health profession; may write comprehensive letters of recommendation. Guides students in preparation of petitions and applications. Refers students to faculty or other offices for specialized help. Performs responsible fact and document gathering essential to these services: evaluates and

Email: christine.cimo@rochester.edu

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