Green Mountain College

POSITION DESCRIPTION

Position Title: Director of Career Services and Personal Development
Department: Career Services
Salary Range: Exempt, full-time position
Reports to: Provost and Vice President of Academic Affairs

Expectations for all Employees:
Supports the institution’s mission, vision, and values by exhibiting the following behaviors: Excellence and competence, collaboration, innovation, respect personalization, commitment to our community, and accountability and ownership.

Basic Function:
Under the direct supervision of the provost, the director provides assistance to undergraduate and graduate students and alumni in career exploration, planning, and job search strategies.

Primary Responsibilities:
- Provide a comprehensive career advising and planning program for students and alumni that includes guidance in job search, resume writing, interview skills, internship opportunities, and graduate school options.
- Implement a proactive personal development model of career services that starts working with new undergrad students during orientation, coordinates with general education core courses, and uses winter and summer breaks as a vehicle for students to explore their career aspirations through internships, REUs, and strategic work experience.
- Coordinate with the director of sustainability to use the green jobs program as a vehicle for undergraduate student professional development.
- Coordinate with the director of alumni engagement and giving to engage alumni in professional networks and connect alumni with undergraduate and graduate students for internships, job opportunities, and professional development.
- Build relationships with regional employers and non-profits to provide professional development, internships, and job opportunities for students.
- Assist students in job and internship placement.
- Work cooperatively with faculty and residence life staff to provide students with career development workshops.
- Maintain credential file service for students and alumni.
- Host annual graduate school fair (fall semester).
- Coordinate on campus visits by employers and graduate school representatives.
- Maintain and update relevant databases and websites including Facebook and MyGMC.
- Regularly update job and internship listings.
- Survey alumni; compile data, and produce reports.
- Maintain career resource for students and alumni

Qualifications:
- Up-to-date knowledge of career planning, graduate school placement, and job placement best practices.
- Bachelor’s degree required in related field and significant relevant experience. Master’s degree preferred.
- Understanding of sustainability jobs sector.
- Demonstrated and working knowledge of Microsoft Office products, including but not limited to Word, Excel, Access, and PowerPoint.
- Excellent office management skills.
- Ability to make strong classroom presentations, and to work collaboratively and maintain collegial working relationships with college clientele.
- Excellent communication and organizational skills; ability to multitask.

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employee will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

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