BOSTON COLLEGE CAREER CENTER

ANNOUNCEMENT OF 3 OPENINGS

1. DIRECTOR OF CAREER ADVISING

2. ASSISTANT DIRECTOR FOR CAREER ENGAGEMENT
   COLLEGE OF ARTS & SCIENCES AND GRADUATE SCHOOL ADVISING

3. ASSISTANT DIRECTOR FOR CAREER ENGAGEMENT
   COLLEGE OF ARTS & SCIENCES

All positions will be posted to the Boston College Human Resources website soon.
BOSTON COLLEGE CAREER CENTER

DIRECTOR OF CAREER ADVISING

The Director of Career Advising serves on the Senior Leadership Team for the Boston College Career Center and has direct oversight of Career Education which is comprised of two complementary teams that work closely together, the Career Exploration Team and School-Based Career Engagement Team.

The Career Exploration team is responsible for providing comprehensive career advising and assessment to help students identify how their unique, skills, values, and interests lead to fulfilling career, professional development, and life choices. The Career Engagement Team assists students identify specific career paths and secure successful career outcomes by, among other things, developing successful partnerships with individual schools, including the Morrissey College of Arts and Sciences, Lynch School of Education, Connell School of Nursing, Carroll School of Management, and Woods College of Advancing Studies and key administrative units, including the Division of Student Affairs and the Division of Mission and Ministry.

In conjunction with the Associate Vice President for Student Affairs/Careers, the Director sets the overall strategic vision for career advising at Boston College.

KEY RESPONSIBILITIES

1. Management
   a. Provide forward-looking leadership and management for the continued development, effectiveness, and visibility of career exploration and engagement functions
   b. Oversee units that provide career advising and programming to undergraduate and graduate students needing assistance with career discernment, assessment, decision making, career exploration, job search preparation, and professional development
   c. Support the ability of career and academic advisors to drive earlier awareness and visibility of career opportunities through the Career Center, each college, the Division of Student Affairs, and other key areas campus-wide, such as the Division of Mission and Ministry

2. Strategy:
   a. Develop and implement strategic objectives for the career advising needs of each school and key administrative departments
   b. Coordinate the implementation of these services with deans, administrators, and faculty members
   c. Develop partnerships and promote collaborative work on campus related to the career formation and development needs of students
3. **Professional Development**
   a. In conjunction with the Associate Director of College of Arts and Sciences Advising, supervise the implementation of the four-year curriculum of professional development across all colleges

4. **Experiential Learning**
   a. Supervise the development and implementation of field-based educational programs including tailored programming, connections to alumni, internship promotion, and awareness of all the resources available on campus

5. **Leadership:**
   a. Serve on the Career Center leadership team and provide the Associate Vice President with insights and feedback about key programs, services, and staff
   b. Contribute to career development endeavors within all areas of the Career Center, the Division of Student Affairs, the Boston College community, and the profession at large

**REPORTING**
The Director reports directly to the Associate Vice President of Student Affairs/Careers and works closely with the Associate Director, College of Arts and Sciences and the Associate Director of Employer Engagement as members of the Career Center Leadership Team. This relationship is necessary to ensure we are working as effectively as possible to ensure strong career outcomes for Boston College students

**QUALIFICATIONS**
Master's degree, doctorate, or other advanced degree in counseling, advising, higher education administration, human resources, or related field
Progressively responsible professional experience in the field of career services, with a preference given to higher education setting
Thrives in an entrepreneurial atmosphere, has a high degree of personal responsibility, is committed to continuous improvement, and has unwavering focus on assessment and reflection to ensure the best outcome
High level ability to collaborate with faculty, students, administrators, and departments campus-wide
Collaborative and team oriented working style and the ability to multi-task and thrive in a changing, dynamic environment
Knowledge of best practices in student advising and career services
Demonstrated evidence of strong and visible leadership skills; successful cross-institutional programming and initiatives; and creation of new programs
Demonstrated initiative and drive
Strong communication, networking and negotiating skills
The Assistant Director for Career Engagement, College and Arts and Sciences and Graduate School Advising oversees the programmatic elements of pre-law and graduate school advising at the Boston College Career Center and works as a member of the College of Arts and Sciences Career Engagement advising team, with time equally split between both areas.

This Assistant Director will coordinate training for other advisers on graduate school issues, provide individual and group advising to students interested in graduate or law school, develop publication materials, maintain the pre-law and graduate school portions of Career Center website, and assess the program effectiveness along with developing innovative initiatives to better prepare graduate and pre-law students for their next steps.

The Assistant Director also serves as advisor, planner, coordinator, and collaborator for career services for students enrolled in the College of Arts and Sciences at Boston College. The services provided include career advising, programming, outreach, and the development of career resources tailored to liberal arts students. Innovative approaches and collaboration with the campus community are essential to address the needs of all students on campus.

The Assistant Director reports directly to the Associate Director of Career Engagement, College of Arts and Sciences.

**KEY AREAS OF RESPONSIBILITY**

1. **Pre-law and Graduate School Advising Responsibilities – 30%**
   a. Advise students and alumni on the decision-making and application process to graduate and law school, including staying current in developments in testing and application procedures to best advise individuals and facilitate groups
   b. Update written and electronic resources and information for all constituents, including the web site, handbooks and comprehensive materials for students and alumni wishing to apply to graduate and law school; conduct assessment of the program’s effectiveness
   c. Serve as a liaison to external constituencies regarding graduate and law school advising, including acting as Boston College’s pre-law professions spokesperson at admissions and orientation events, advising the pre-law society, working with faculty, and communicating as needed with graduate and law schools
   d. Analyze and report on law school and graduate school trends
2. **Individual and Group Career Advising – 30%**
   a. In addition to graduate school responsibilities, provide individual and group career advising to undergraduate and graduate students in Arts and Sciences, including industry exploration, job search strategies, interview preparation, networking skills, resume and cover letter critiques, and job negotiation skills
   b. Make appropriate referrals to the Career Exploration team for career advising, career exploration and values, and skills assessments
   c. Maintain proficiency with software tools, resources, and career advising methods to continuously improve services to students
   d. Support the overall work of the Boston College Career Center by providing career advising to all students during drop-in hours and peak times in the academic year

3. **Programming and Outreach – 20%**
   a. Develop operational plans with specific academic and administrative departments to best meet the needs of students
   b. Develop and present career development related programming on a variety of topics and formats
   c. Build relationships and maintain regular contact with Student Affairs, Mission and Ministry, Academic Advising, and student organization as determined by team strategy
   d. Play a leadership role in student affairs to broaden the importance of career services to a campus-wide focus
   e. Review and recommend appropriate career resources and web content for students involved in career exploration
   f. Conduct assessment and evaluation to support programmatic development and outcomes

4. **Cross-Functional Teams and University Initiatives – 20%**
   a. Serve on various cross-functional teams to promote the vision and direction of the Career Center; support the overall work of the Career Center team’s major events and programs, including career fairs, networking nights, job shadow programs and the externship program
   b. Contribute to the Career Center’s strategic planning process in order to evolve Career Center services and programs
   c. Represent Boston College and the Career Center in local and national professional associations and conferences in order to stay current with industry standards and changes; revise programs to reflect trends and increase the center’s visibility among professionals in the field
   d. Represent the Career Center on university committees about community issues

**Qualifications**
Professional or advanced graduate school degree, and/or masters in higher education administration, counseling, or related degree
Minimum of two to four years advising experience in a higher education or similar setting
Experience in developing and implementing career-related programming and or trainings
Understanding of the career advising issues related to attending graduate school
Understanding and skills associated with basic counseling techniques and ability to determine which career interventions will be most effective for a particular group of students
Strong relationship builder
Ability to design, deliver, and present at meet-ups, workshops, and special events
Excellent interpersonal, communication, and writing skills; ability to be flexible and function effectively as a team leader and contributor
Experience creating strong relationships with external constituents preferred
Collaborative and team-oriented working style and the ability to multitask and thrive in a changing, dynamic environment
Evidence of the ability to collaborate and build partnerships across Boston College, other institutions, and professional organizations
Demonstrated commitment to working with diverse populations
Ability to adapt and change with organizational needs
Demonstrated comfort with technology and willingness to use technology to deliver career programming
Willingness to conduct program assessment, look critically at results and use findings to improve Career Center services and resources
Assistant Director for Career Engagement
College of Arts & Sciences

The Assistant Director for Career Engagement, College of Arts and Sciences, serves as advisor, planner, coordinator, and collaborator for career services for students enrolled in the College of Arts and Sciences at Boston College. This position is part of the Boston College Career Center Career Engagement team and will serve as a liaison to academic departments, and administrative staff of the College. The services provided include career advising, programming, outreach, and the development of career resources tailored to liberal arts students. Innovative approaches and collaboration with the campus community are essential to address the needs of all students on campus. The Assistant Director reports directly to the Associate Director of Career Engagement, College of Arts and Sciences.

Key Areas of Responsibility

1. Individual and Group Career Advising – 50%
   a. Provide individual and group career advising to undergraduate and graduate students in Arts and Sciences, including industry exploration, job search strategies, interview preparation, networking skills, resume and cover letter critiques, and job negotiation skills
   b. Make appropriate referrals to the Career Exploration team for career advising, career exploration and values and skills assessments
   c. Maintain proficiency with software tools, resources, and career advising methods to continuously improve services to students
   d. Support the overall work of the Boston College Career Center by providing career advising to all students during drop-in hours and peak times in the academic year

2. Programming and Outreach – 25%
   a. Develop operational plans with specific academic and administrative departments to best meet the needs of students
   b. Develop and present career development related programming on a variety of topics and formats
   c. Build relationships and maintain regular contact with Student Affairs, Mission and Ministry, Academic Advising, and student organization as determined by team strategy
   d. Play a leadership role in student affairs to broaden the importance of career services to a campus-wide focus
   e. Review and recommend appropriate career resources and web content for students involved in career exploration
   f. Conduct assessment and evaluation to support programmatic development and outcomes
   g. Assist students in leveraging the use of social media and other technology in their career development
3. **Cross-Functional Teams and University Initiatives – 25%**
   a. Serve on various cross-functional teams to promote the vision and direction of the Career Center; support the overall work of the Career Center team’s major events and programs, including career fairs, networking nights, job shadow programs, and the externship program
   b. Contribute to the Career Center’s strategic planning process in order to evolve Career Center services and programs
   c. Represent Boston College and the Career Center in local and national professional associations and conferences in order to stay current with industry standards and changes; revise programs to reflect trends and increase the center’s visibility among professionals in the field
   d. Represent the Career Center on university committees about community issues

**QUALIFICATIONS**
Master’s degree in College Student Personnel Administration, Higher Education Administration, Human Resource Management, professional degree, or related degree
Minimum of one to three years advising experience in a higher education or similar setting
Experience in developing and implementing career-related programming and or trainings
Experience creating strong relationships with external constituents preferred
Understanding and skills associated with basic counseling techniques and ability to determine which career interventions will be most effective for a particular group of students
Ability to design, deliver and present at meet-ups, workshops and special events
Excellent interpersonal, communication and writing skills; ability to be flexible and function effectively as a team leader and contributor
Collaborative and team-oriented working style and the ability to multitask and thrive in a changing, dynamic environment
Evidence of the ability to collaborate and build partnerships across Boston College, other institutions, and professional organizations
Demonstrated commitment to working with diverse populations
Ability to adapt and change with organizational needs
Demonstrated comfort with technology and willingness to use technology to deliver career programming
Willingness to conduct program assessment, look critically at results and use findings to improve Career Center services and resources