



Assistant Director of Career Development

The Office of Career Services at Pitzer College seeks a dynamic, creative and talented professional for the position of Assistant Director of Career Development. This position will allow you to make a real difference by developing and managing new programs and resources while working with a community of talented and intelligent students, staff and faculty. The position requires the ability to engage a diverse student population in a small, liberal arts college setting, and to bring a high level of initiative and innovation. The ideal candidate enjoys a challenge and a fast-paced work environment, can work effectively with individuals across the institution, and can move several projects along while remaining diligent about details and follow-through.

The Pitzer Office of Career Services empowers and equips students and alumni to define and achieve post-graduate success as engaged, socially responsible citizens of the world. You can learn more about our Career Services Center and staff by visiting us online at <https://www.pitzer.edu/career-services/> and our employment benefits at <https://www.pitzer.edu/human-resources/benefits/>.

Note: this is a summary of the essential functions and requirements for the position; a detailed description is available at the hyperlink listed below.

ESSENTIAL FUNCTIONS:

1. Develop and implement a holistic strategy and program of student engagement and career exploration and planning that considers the developmental needs of students.
2. Lead the design and implementation of workshops and programs for the campus community and customized resources for student identity and interest groups.
3. Connect and collaborate with faculty, staff, and students in the formation and delivery of career development programming and resources.
4. Hire, train and supervise Career Fellows, current students who do outreach, advising, and projects.
5. Utilize, vet and recommend new career counseling and discernment tools and resources, including assessments (e.g., MBTI, Strengths Finder, etc.) and other tools to help students discover and articulate their values, interests and talents.
6. Design and conduct mock interviews for employment, continuing education and other fields.
7. Utilize, assess the value of, and identify new online career development and job search resources.
8. Provide and oversee high-quality career advising for students on an individual and group basis.

Work Hours: This is a full-time, exempt level position week working 12 months per year. The regular hours for this position are 8:00 am to 5:00 pm, Monday through Friday, with a one-hour lunch break. These hours may vary due to needs of the College or department.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Education: Must have a bachelor's degree from an accredited institution, preferably in a related field; a master's degree is preferred.

Experience: Must have three to four years of related administrative experience with a bachelor's degree. May substitute up to one year of experience with a master's degree. Proven experience working with individuals from diverse backgrounds and underrepresented groups is required. Experience supervising the work of others is desired. Experience with career assessments such as the MBTI, Strong Interest Inventory, and CliftonStrengths preferred.

Licenses/Certifications: Certification, or willing to obtain certification within six months of starting this position, in administering assessment tools such as the MBTI, CliftonStrengths, etc. Must have valid driver's license and a driving record insurable under the College's general liability policy.

Preferences: Experience supervising the work of others. Experience working in a liberal arts institution of higher education. Individuals from underrepresented groups are highly encouraged to apply.

COMPENSATION:

Pay Rate: The monthly rate is commensurate with qualifications plus excellent benefits. Benefits can be viewed at <http://www.pitzer.edu/human-resources/benefits/>.

Benefits: This position is eligible for the College's full program of employee benefits subject to the terms and conditions in the plan documents/policies, including: medical, dental, vision, group life insurance of at least \$20,000, 12% employer retirement contributions, tuition remission within The Claremont Colleges, gym/fitness resources (including a personal trainer), free parking, an interest-free computer loan, and more. *Note: Restrictions or service requirements apply.* Visit <http://www.pitzer.edu/human-resources/benefits/> for details. Contact us at HR@pitzer.edu if you have questions.

TO APPLY:

Priority Deadline: Applications received by **June 21, 2019** will be included in the initial screening. Review of applications will commence in mid- to late June.

Please click [here](#) to be directed to an online Box folder to view the full job description, download the **Staff Employment Application Form** (required) and **Applicant Information Form** (optional). Submit the forms with the following documents:

1. Cover Letter: Describing your reasons for being interested in this position.
2. Resume: Provide relevant experience with dates.
3. Professional References: Provide a list three (3) professional references, including their names, business titles, phone numbers, email addresses, and an indication of how you are acquainted with them (e.g., former supervisor, coworker, etc.). References will be contacted for top applicants only and advance notice will be provided.

SUMIT ALL MATERIALS TO: StaffJobs@pitzer.edu

PITZER COLLEGE is a top-ranked liberal arts institution and member of the prestigious consortium of The Claremont Colleges. With a student body of approximately 1,000 co-educational

undergraduates, Pitzer's core values include social responsibility, intercultural understanding, interdisciplinary learning, student engagement and environmental sustainability.

Pitzer College adheres to both the letter and the spirit of Equal Employment Opportunity and Affirmative Action. We strongly encourage candidates from underrepresented groups to apply.

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