

THE CATHOLIC UNIVERSITY OF AMERICA

Assistant Director, Career Counseling (2 full-time openings, 35 hours/week)

Office of Career Services

Position 101856

Position Summary: The position provides high quality direct career development service to the student and alumni population within an active, student-centered Career Services Office. Responsible for articulation of a vision, planning and program implementation regarding major career development programming and service delivery; contribution to overall office management as part of management team member. Programs and services are to reflect institutional mission, vision, and strategic direction; support student recruitment, retention and successful graduation. Be responsive to the CUA student population, be accomplished with attention to high standards, quality, collaboration and fiscal soundness. Cultivation of employer and alumni relationships.

Student Affairs Professional: Serve as an educator for essential university programs and services. Serve as an institutional resource for staff and students. Support and promote the mission and vision of CUA; contribute positively to the CUA community of research, teaching, learning and service to the Church, the nation and the world. Provide input into establishment of reasonable expectations for, and thoughtful responses to, today's students and their families and those expected to be served in the future. Contribute to the establishment of useful methods to evaluate, maintain and continuously improve program efficiency, effectiveness and impact.

Essential Responsibilities Include: Manage a comprehensive, integrated and responsive career planning component. Plan and provide a broad, but realistic, range of essential programs and services to students utilizing current and projected resources, including: Career-related programs and presentations, both independently and in collaboration with faculty and staff that effectively communicate career and academic options and means of making pertinent choices; Career development programs connecting students and alumni that effectively encourage and empower students to develop knowledge, skills and confidence required to choose and pursue a career direction; Identify and develop counseling programs and materials that effectively provide students with information and solid bases from which to choose and pursue career and graduate school options embodying their interests, goals, values and abilities; Recruit, train, and supervise undergraduate student volunteers to serve as Career Peer Advisors (CPA's) to meet with students, conduct presentations and market programming/services to other students. Submit annual report data for areas of responsibility.

Contribute to Effective Department Leadership: Develop, as part of office's management team; Assist in developing strategic plan priorities and implementation plans; Participate in ad hoc Department committees and planning groups as needed; Help establish department management procedures as part of a team; Serve as resource to Department non-management employees, both as contributor of sound thinking and as genuine listener; Provide input into and maintain appropriate up-to-date procedures and practices that are communicated effectively to staff, students and the broader university community; Serve as liaison to campus offices in order to provide materials and collaborative programming in support of institutional and divisional initiatives.

Work closely with other Student Affairs professionals such as the Counseling Center and the Dean of Students to address the critical issues for today's students. Demonstrate compliance with national, local, and University laws, regulations, professional standards and codes. Remain actively engaged with appropriate professional organizations. Provide direct student service including: Individual and group counseling sessions for students and alumni on topics pertaining to career choice, based on current theoretical and practical knowledge. Utilization of career interest assessment, based on assessment of best practices and appropriateness to CUA student population. Presentations for student groups and academic units on a wide range of career/educational planning topics such as career decision-making, choice of academic major, job searching, attending graduate school, and interviewing.

Minimum Qualifications: A Master's degree with at least two (2) years of higher education experience (graduate work, internship experience is accepted) working in a career or academic advising office. Experience must include: offering career counseling and development, group career-related presentations, and career programming. Experience with career assessment instruments preferred.

How to apply: forward application, resume, and cover letter with salary requirements as an attachment to **(salary expectations are considered part of application process):** CUARecruitment@cua.edu. Reference position 101856 in subject line of email. Please do not include photos on resumes and save documents with first/last names. **All applicants must be supportive of the mission and vision of *The Catholic University of America*.** Position is open until filled.

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