Executive Director, Center for Career Development

Dynamic Leader Sought to Enhance Career Exploration for Students

In a new leader for the Center for Career Development, Gettysburg College seeks energy, creativity, passion, and experience. Keeling & Associates is pleased to join the College in announcing a renewed national search for the Executive Director of the Center for Career Development (CCD). The successful candidate will have the opportunity to build upon a strong existing foundation and to lead a productive staff focused on student development while developing and actively sharing a vision for the Center that will engage both internal and external audiences. The CCD and the College are looking to this new leader to define the next level in career development, and to work toward reaching it.

The Executive Director will join Gettysburg College at an exciting time, with a newly constructed home for the CCD on the horizon in Fall 2018. The CCD will be in the center of student life on campus, and in close proximity to other student services and leadership programs. The Executive Director will be expected to take full advantage of this greater visibility for the CCD, and to develop creative and exciting opportunities for the staff to collaborate further with students, faculty, and staff.

The Executive Director oversees the design and implementation of a comprehensive plan of educational opportunities and experiences for students, beginning in the students’ first year and continuing through graduation, that prepare them for their educational or professional lives as Gettysburg alumni. Gettysburg College’s Strategic Plan, The Unfinished Work, highlights the ongoing strategic importance of the Career Development process.

The Executive Director reports to the Vice President for College Life and Dean of Students and is expected to provide vision, strategic direction, and day-to-day management of the Center for Career Development. Key areas of responsibility include, but are not limited to, the following:

- Providing leadership across campus to support students’ career preparation and professional aspirations by creating strong connections and partnerships with faculty, staff, alumni, parents, and employers;
- Leading the staff and managing the operations of the Center for Career Development, and, through the effective use of technology and data, monitoring outcomes;
• Developing and continually evaluating a vision for the future of the Center that takes into account changing demographics on campus, and trends and developments in the field; and
• Ensuring that appropriate services and support are made available to alumni as they navigate their careers.

Required Qualifications:

• Master's degree in an appropriate and related field; a comparable combination of academic preparation and experience will be considered
• Minimum of seven years of related professional experience with a track record of progressive administrative responsibility, preferably in career development, including at least four years of experience supervising professional staff and managing the functions of an office or organization
• Demonstrated broad understanding of career development and the expectations of today's employers, including familiarity with current job search strategies, job market trends, and recruitment methodologies
• Demonstrated commitment to a climate that welcomes and supports diversity
• Ability to interact with students, faculty, and staff to build partnerships within the institution
• Strong interpersonal and presentation skills and demonstrated ability to share the case for supporting the work of the Center with parents, alumni, and donors
• Appreciation and understanding of the values and priorities of a residential liberal arts college

Preferred Qualifications:

• Experience working with a college-age population
• Experience managing a complex organization
• Deep awareness of the culture of a residential liberal arts college through personal experience

The new Executive Director will inherit a culture of success. Gettysburg has recently been recognized by the Princeton Review among the top colleges and universities in the country that "pay you back," ranking #11 for internship opportunities, and has been featured in their publication “50 Colleges that Create Futures.” The College is ranked #15 for the best alumni network. The CCD has successfully engaged over 2,000 volunteers (alumni, parents and friends of the College) to support career experiences for students.

The College has partnered with Keeling & Associates, LLC, in this search process. Application materials should include a resume and a cover letter that clearly addresses the candidate's passion and qualifications for the role. Application materials must be sent, preferably as PDFs, to recruiting@keelingassociates.com. The subject line of the email should read “Gettysburg -
A confidential review of applications will begin on September 20, 2017, and will continue until the appointment is made.

Nominations, expressions of interest, and requests for confidential conversations about the position prior to application are welcome and should be directed to Jeff Ewing, the K&A senior consultant leading this search, at jfewing@keelingassociates.com.

Gettysburg College, an equal opportunity employer, complies with all applicable federal, state, local laws and regulations regarding nondiscrimination. All qualified applicants will receive consideration for employment and admission. The College prohibits discrimination and harassment, and provides equal opportunity without regard to race, ethnicity, color, religion, national origin, disability, veteran status, marital/familial status, possession of a General Education Development Certificate (GED) as compared to a high school diploma, sexual orientation, gender identity, gender expression, sex, age, or genetic information in all aspects of employment, educational programs, activities, and admissions. Pursuant to Title IX of the Education Amendment of 1972, Gettysburg College prohibits discrimination on the basis of sex (i.e., which includes but is not limited to the prohibition of sexual misconduct and relationship violence, including sexual assault and harassment) in all of its educational programs and activities.