Executive Director, Center for Career Development

*Outstanding Opportunity to Support Students in Applying a Strong Liberal Arts Education to Life After Graduation*

Gettysburg College announces a national search for the Executive Director of the Center for Career Development (CCD). The new leader for the Center will possess the ability to build upon a strong existing foundation, provide vision, engage College faculty and staff, mentor and lead a productive staff focused on student development, and make a compelling case to internal and external audiences about the value of supporting the Center and, therefore, student success. Reporting directly to the Vice President for College Life and Dean of Students, 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 move to the College Union Building, bringing it into the center of student life on campus. The new location, in proximity to other student services and leadership programs, will provide greater visibility for the CCD, and exciting opportunities for the staff to collaborate further with students, faculty, and staff.

The new Executive Director will inherit a culture of success. Gettysburg College 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.

Position Summary

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.

Responsibilities:

The Executive Director provides vision, strategic direction, and day-to-day management of the Center for Career Development. Key areas of responsibility include, but are not limited to:

- Providing leadership across campus to support students’ career preparation and professional aspirations;
- Creating strong connections and partnerships with faculty and staff to support the work of the Center;
- 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
- Increasing and improving internship, externship, and other opportunities for career exploration;
- Developing a robust alumni mentoring and career coaching program;
- Ensuring that appropriate services and support are made available to alumni as they navigate their careers.
- Managing and expanding an effective parent and alumni network;
- Maintaining and enhancing the existing employer relations programs;
- Managing the operations of the Center for Career Development, and, through the effective use of technology and data, monitoring outcomes;
- Supervising, hiring, and training staff members including professional, support, and student staff, and graduate interns;
- Coordinating campus-wide student employment operations;

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 responsibility in career development or a related field, 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 expectations of today's employers, including familiarity with current job search strategies, job market trends, and recruitment methodologies
- Appreciation and understanding of the values and priorities of a residential liberal arts college
- Commitment to a climate that welcomes and supports diversity and inclusion, and demonstrated experience doing so
- Ability to interact with students, faculty, and staff to build partnerships within the institution, and with parents, alumni, and donors to make the case for supporting the work of the Center

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
- Knowledge of, and comfort with, technology related to career development
- Experience and understanding of the process by which students apply for graduate school

The College has partnered with Keeling & Associates, LLC, in this search process. Application materials should include a resume and a letter of interest addressing qualifications, and must be sent, preferably as PDFs, to recruiting@keelingassociates.com. The subject line of the email should read “Gettysburg - CCD.” A confidential review of applications will begin on May 22, 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 Dr. Jan Walbert, the K&A senior consultant leading this search, at jwalbert@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.