



## About St. Francis College (SFC)

Founded in 1859 by the Franciscan Brothers, St. Francis College (SFC) has a rich legacy of academic excellence and service. Located in Brooklyn, New York, SFC educates over 4,500 students, primarily from the five boroughs, with backgrounds representing over 70 countries and more than 40 languages. With a network of 20,000 alumni, the college has produced distinguished public servants, scientists, lawyers, business professionals, nurses, teachers, and members of the clergy.

Rooted in Franciscan values of community, collaboration, and connection, SFC remains committed to providing a first-class, attainable, high-quality education to individuals of all racial, ethnic, and religious backgrounds, with a special focus on working-class New Yorkers. In 2021, the College launched a transformative initiative to restructure academic and programmatic offerings, aligning them with 21st-century career needs while expanding its reach locally and internationally. In 2022, SFC relocated to a modern, state-of-the-art campus in Downtown Brooklyn, ensuring it continues to prepare students for success in a rapidly evolving world.

### **Job Summary:**

**St. Francis College invites applicants for the position of Associate Director of Academic and Career Development.** Reporting to the Director of Academic and Career Advisement, the Associate Director will play a critical role in advancing the integration of academic advising and career development across the student lifecycle.

We seek a strategic, student-centered professional committed to strengthening academic and career pathways, enhancing career readiness, and improving post-graduate outcomes for students and alumni. The successful candidate will contribute to a collaborative campus environment through innovative programming, effective use of technology, employer engagement, and cross-divisional partnerships that support student success and align with the mission and values of St. Francis College.

**Salary Range:** \$70,000 - \$80,000 per year

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### **Essential Duties and Responsibilities: Associate Director**

- Design and implement a clear, integrated career pathway that supports students throughout their academic journey at St. Francis College.
- Strengthen collaboration between students and academic advisors to align academic planning with career readiness and post-graduate outcomes.
- Foster deeper connections between academic advising, career development, and employer engagement.
- Create and deliver career workshops, webinars, seminars, and networking events for students, graduating seniors, recent graduates, and alumni.



- Assist students and alumni in evaluating career goals and developing multi-faceted job and internship search strategies.
- Track and assess student outcomes and alumni experiences to inform continuous improvement of academic and career initiatives.
- Serve as a liaison to alumni affairs, corporate affairs, College advancement, academic faculty, and alumni to co-create targeted career programming.
- Assist with the planning and execution of large- and small-scale events, including career fairs, networking nights, orientations, and related initiatives.
- Expand and optimize the use of career and advising technologies, including Handshake, Navigate, Forage, Indeed, and Self Service, to support student success.
- Streamline technology use and communication strategies for students, faculty, and staff. Contribute to assessment, divisional initiatives, and other duties as assigned.

#### **Required Qualifications**

- Bachelor's degree with a minimum of five (5) years of professional experience in academic and career counseling, higher education career development, recruiting, or executive coaching.
- Experience working with First Generation students and First Generation Centers.
- Demonstrated knowledge of current labor market trends and local, regional, and national job search strategies.
- Excellent interpersonal, presentation, and teaching skills.
- Strong organizational, event, and program management abilities, with attention to detail and systems-building.
- Ability to work collaboratively in a fast-paced, team-oriented environment.
- Experience working with and affirming individuals from diverse cultural and socioeconomic backgrounds.
- Demonstrated cultural sensitivity and an appreciation for a multicultural college community and the Franciscan traditions of St. Francis College.
- Strong commitment to the mission of St. Francis College and to supporting its students, faculty, and staff.

#### **Preferred Qualifications**

- Master's degree in a related field.
- Experience using academic and career management platforms such as Handshake, Navigate, Forage, Indeed, and Self Service.
- Strong technology skills, including proficiency with Microsoft Office and online communication and collaboration tools.
- Experience developing and delivering career programming, workshops, and employer-facing initiatives.



Interested applicants can apply by clicking [here](#).

**St. Francis College is committed to providing opportunities to all persons without regard to sex, race, creed, color, religion, national origin, citizenship status, age, disability, marital status, gender identity or expression, predisposing genetic characteristics, status as a victim of domestic violence, sexual orientation, status as a Vietnam-era or special disabled veteran, or any other characteristic protected by law in its education programs and activities or employment.**

**The College is an Equal Opportunity employer.**