



ST. FRANCIS COLLEGE

Associate Director of Career Development

Job Summary: Reporting to St. Francis College's ("SFC" or the "College") Assistant Dean for Career Integration within the Division of Student Affairs, the Associate Director of Career Development will provide cutting-edge strategies for job and internship searches and provide relevant information to students and alumni on the tools they need to create and implement a multi-faceted job or internship search. Utilizing a counseling approach to build rapport, the Associate Director will see the student as a unique person and will provide individualized support and resources.

Duties and Responsibilities:

- Provide holistic and comprehensive career services, including counseling and advising for undergraduates and graduate students, but with specific attention to recent graduates and alumni career development, graduate school preparation, and job acquisition.
- Create and present career workshops and webinars to students and alumni.
- Track student outcomes and alumni experience to determine areas of interest and concern related to internships, part-time on/off-campus employment, community service, and professional employment.
- Assist students in evaluation and preparation of career development plans for use while at SFC and beyond. Prepare students and alumni for job interviews through coaching and mock interviewing, if appropriate.
- Create and deliver seminars, networking events, and programs to meet the needs of graduating seniors, recent graduates, and alumni regarding career development topics.
- Serves as liaison to the offices of alumni affairs, corporate affairs, College advancement, academic faculty, academic advisors, and alumni to co-create relevant, targeted career programming.
- Assists with large and small-scale events including, but not limited to, career fairs, networking nights, orientation sessions, and other career initiatives.
- Expand the use of career management systems (such as Handshake) among undergraduate seniors, recent graduates, and alumni. Monitor engagement and industry trends related to full-time and experienced-hire positions.
- Support all of the College's Career Center's efforts, including, but not limited to, data collection, assessment, and divisional initiatives.
- Perform all other duties as assigned.

Minimum Qualifications:

- Bachelor's degree.
- Minimum of five (5) years of professional experience related to career counseling, higher education career development, recruiting, or executive coaching.
- Demonstrated knowledge of current labor trends and local, regional, and national job searching strategies.

- Excellent interpersonal skills and demonstrated skill in presenting and teaching.
- Ability to work collaboratively in a fast-paced team environment.
- Excellent organizational, event, and program management skills, including detail-oriented capacity for building efficient systems and operations.
- Experience working with and affirming diverse cultures and backgrounds.
- Communication skills and cross-cultural abilities to maximize effectiveness with diverse groups of students, colleagues and community members.
- Commitment to diversity, equity, and inclusion in the workplace, and efforts to embed it into the St. Francis College culture.
- Ability to interact collaboratively and professionally with diverse groups and constituencies throughout the College.
- Culturally sensitive with an understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.
- Strong commitment to the College's mission and to its students, faculty and staff.

Preferred Qualifications:

- Master's degree.
- Certified in Myers-Briggs Type Indicator ("MBTI"), Strong Interests Inventory, StrengthsFinder, or other career assessment products.
- Knowledge of career management systems such as Handshake, Symplicity.
- Strong technology skills, including Zoom, MS Teams, or other online communications and collaboration software.

Interested applicants can apply [here](#).

About St. Francis College

We are committed to diversity, equity, and inclusion and serve one of the most diverse student populations in New York City and the country. St. Francis College has a 160-year history of serving New York City's low-income, working class and immigrant families, and a mosaic of diverse individuals, offering our students opportunity—the opportunity to pursue a college education that is accessible and affordable and to use their hard-earned degree and experience to build careers and achieve economic mobility. Today, St. Francis College's student body is 28% Hispanic, 24% Black, and 26% White. Over 60% of students are female and 47% receive federal Pell grants. Candidates who are culturally competent and have the professional skills, experience and desire to engage with a collaborative and diverse college and community, are particularly sought after for employment with the College. To learn more about St. Francis College and our commitment to diversity, equity and inclusion, please visit us at <https://www.sfc.edu/>.

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 Affirmative Action, Equal Opportunity employer and we are strongly committed to equity and to increasing the diversity of our faculty, staff, students, and the curriculum. Applications by members of all underrepresented groups are encouraged.