

MOORE COLLEGE OF ART & DESIGN
Job Posting

Status: Exempt

Position: Assistant Director of the Locks Career Center

Reports To: Director of the Locks Career Center

Purpose: The field of career planning and preparation is in a time of exciting and significant transformation as fields and industries experience rapid change and transitions -- and students seek to be adaptive and active agents of their future plans and initiatives. For many years, Moore has made “investing in careers” a significant part of its institutional culture. In collaboration with the college’s 21st century academic mission, the Locks Career Center is an active site and catalyst for students to engage in introspection and innovation, research and exploration, and entrepreneurial partnerships and bold initiatives that create opportunities for experiential, career-focused learning as students and alumni. No longer just “service providers”, academic career centers’ missions continue to evolve in significant ways.

Our Mission: Moore College of Art & Design is dedicated to excellence in art and design. Founded in 1848, Moore is the first and only visual arts college for undergraduate women in the United States. Through its Bachelor of Fine Arts degrees for women and its coeducational Graduate Studies programs, Moore cultivates creativity, promotes scholarship and prepares its students for professional careers in the arts by emphasizing critical thinking, problem solving, risk-taking, and strong communication skills. Moore is dedicated to producing graduates that distinguish themselves as leaders in their fields. Building on its historic legacy of educating women and men for successful careers in the visual arts, Moore is committed to adapting to the needs of future generations of artists, designers, scholars, and educators throughout its diverse educational programs.

Position Summary: The Locks Career Center is seeking a dynamic student focused individual to work with faculty and administration to provide innovative and transformative career services to students and alumni, and will report to the Director of the Locks Career Center. The Assistant Director advises students and alumni on career development topics in both individual and group settings, and builds relationships on campus to enhance collaborations among the Locks Career Center, faculty and university administrative areas. Additionally, the Assistant Director supervises Graduate Assistant(s) and student workers. This person will focus related student programming on the core proficiencies and skills necessary to be successful in careers, as guided by research and information shared from faculty and employers in support of Moore’s strategic planning goals.

Requirements:

- Bachelor’s degree required (Master’s degree preferred).
- Professional experience in the visual arts or design fields

- A demonstrated record of success in collaborating with faculty, students and administration.
- Knowledge of careers and career resources in the visual arts and design.
- Detailed oriented, complex critical thinking and problem solving skills.
- Ability to communicate effectively, both written and orally, with a diverse student body, alumnae, faculty, chairs, staff, employers, professional organizations, board members, and college committees.
- Ability to take initiative, make autonomous decisions, and represent the LCC in the absence of the Director.
- Demonstrated sensitivity and professional standards for working with information of a delicate and confidential nature.
- Working knowledge of Microsoft Office including, Word, Excel, and Access. Working knowledge of career services management systems.

Preferred Qualifications:

- Experience with entrepreneurship/business skills, including project management, special events, strategic planning initiatives, strategic partnerships, and writing and communications.
- Specific experience in career center operations, including internships, counseling, workshop delivery, and resource center management is also highly desirable.

Responsibilities:

Career and Academic Liaison

- Partner with faculty and staff for the implementation of various student and alumni career service initiatives including programming which cultivates career readiness competencies for all Moore students.
- Collaborate with various campus stakeholders to pilot innovative approaches to providing professional development and career exploration to support Moore's students and alumnae.

Student/Alumni Career Development and Advising

- Counsel, assist and mentor students and alumni (BFA; MFA/MA; CE Certificate) both individually and in group settings with career development, employment, internships, interview preparation, salary negotiation, entrepreneurial endeavors, exhibition opportunities and assist faculty with graduate school planning through in person, virtual, and online resources.
- Help identify/clarify student and alumnae career goals and interpret career assessments such as MBTI, Strong Interest Inventory and TypeFocus.
- Develop and lead career-related programs and events including professional development seminars and career events.
- Speak with classes and student groups to promote events, share information about ConnectMoore (PeopleGrove) career services platform, and present on career planning topics.

Internship Coordination and Tracking

- Work with Director and department chairs to coordinate and track internships, including preparing and delivering in-class information to students, cultivating and managing relationships with employer hosts, and informing them of the requirements for participation, updating, organizing, and presenting internship information to the chairs, faculty and students.
- Support internship cycle: conduct virtual and in-person mock interviews, process internship contracts, conduct midpoint reviews, collect employer evaluations and student surveys, and interpret results for assessment illustration purposes.
- Coordinate with Business Office in initiating payments of Internship Fellowship monies.

Programming/Special Events

- Manage the entrepreneurship initiatives that comes out of the career center.
- Work in tandem with Director on the planning and implementation of activities related to annual Senior Show VIP reception, and recruitment of alumnae or outside professionals for mentoring purposes.
- Counsel and collaborate with other departments on implementation of special programs related to the Locks Career Center mission and College mission at large. Provide support for special projects and initiatives related to LCC to President's Office, Admissions, ESS, Student Services, Continuing Education, Graduate Office, Academic chairs, Marketing & Communications and Development Offices as requested.

Technology and Communications

- Become proficient in the use of all career tools and technologies offered by the Locks Career Center; proficiency with utilizing ConnectMoore (PeopleGrove)/career management system is essential.
- Inform students and academic departments about recruiting opportunities, events, and activities through newsletters, targeted messages via Connect Moore (PeopleGrove), listservs), promotional flyers, and social media (i.e. Facebook, Twitter, Instagram).

Partnerships

- Consult and communicate with Deans, Department Chairs, and faculty on integrating career and professional development in classes.
- Represent LLC and Moore College of Art and Design at various professional association events.
- Serve as LLC liaison to academic departments.
- Represents LLC at Admissions events (open houses, admitted student days, monthly meetings).
- Create and implement outreach and marketing strategies to increase employer and student participation in career development and recruiting activities.

Supervision and Training

- Supervise Graduate Assistant(s) and student assistants on marketing, events preparations and employer relations efforts including newsletters, targeted emails, social media management and website updates, in-person and virtual recruiting event, workshops, presentations and other career related programs.

- Provide ConnectMoore (PeopleGrove) training to LLC Career Ambassadors/Career Peer Advisors and student workers as needed.

Managerial Functions

- Operate all aspects of the Locks Career Center in absence of Director, including evening and weekend events as required.
- Research and stay informed regarding national, state, and local hiring practices, legal issues, recruiting trends, job market outlooks, and related issues.
- Assist Director with the planning and implementation of College Strategic Plan and other Administrative or Board directives and priorities.
- Assist Director and development staff with fundraising issues for LCC initiatives.
- Maintain and enhance professional credentials appropriate to career counseling, global job market, and best practices in art and design through attendance at regional and national workshops, symposia and conferences, membership in relevant organizations, and participation in related continuing education.

Benefits: Moore College of Art & Design offers a time off package consisting of 41 days paid throughout the year for holidays, winter break, vacation and personal days. In addition, we provide 2 weeks of sick time and offer a great benefit package including health, dental, and a 403b plan with an immediate match and 100% vesting, just to name a few.

To apply: send cover letter **with salary requirements** and resume to: Moore College of Art and Design; Attn: Director of Human Resources; email: hr@moore.edu.

The College adheres to the principle of equal educational and employment opportunity without discrimination on the basis of race, color, religion, age, national or ethnic origin, sexual orientation, gender identity or expression, handicap or disability, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law in the administration of its educational policies, scholarship and loan programs, and other College-administered programs and employment practices. Retaliation is also prohibited. *To read our full compliance statement please visit:* <http://moore.edu/about-moore/non-discrimination-504-titleix>