

MOORE COLLEGE OF ART & DESIGN

Job Posting

Status: Exempt, Full-Time

Position: Career Advisor for the Locks Career Center

Reports To: Director of the Locks Career Center

About Moore: Moore College of Art & Design is a historically all-women's undergraduate college that has evolved to admit nonbinary and trans undergraduates, as well as co-educational continuing education and graduate students. Founded during the original industrial revolution to advance women in new fields, under principles of inclusivity and opportunity, our mission is more relevant than ever, as technology, sustainability, and diverse cultures drive and influence new and existing industries. We strive to create a community of employees and faculty that mirrors our student body and offers a range of academic perspectives in their fields. We welcome candidates who value diversity and support the inclusive culture we seek to nurture at Moore. The world needs Moore. For more information, visit moore.edu and follow us on social media @moorecollegeart.

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.

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.

Position Summary: The Locks Career Center is seeking a dynamic, student-centered professional to assist with delivering innovative and transformative career services. Reporting to the Director of the Locks Career Center, the Career Advisor will provide individualized and group-based career development guidance and oversee the College's internship and fellowship programs. This role will also lead student programming focused on developing core competencies and career-readiness skills, informed by research, faculty insight, employer feedback, and aligned with Moore's strategic priorities. There is potential for advancement to an Assistant Director role over time.

Minimum Qualifications:

- Bachelor's degree required.
- 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, faculty, chairs, staff, employers, professional organizations, board members, and college committees.
- Demonstrated sensitivity and professional standards for working with information of a delicate and confidential nature.
- Working knowledge of Microsoft Office including, Word, Excel, and Adobe. Working knowledge of career services management systems.

Preferred Qualifications:

- Specific experience in career center operations, including internships, counseling, workshop delivery, and resource center management, is also highly desirable.
- Experience with entrepreneurship/business skills
- Knowledge of careers and career resources in the visual arts and design.

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 Career Development and Advising

- Counsel, assist, and mentor students both individually and in group settings with career development, employment, internships, interview preparation, salary negotiation, entrepreneurial endeavors, exhibition opportunities, and graduate school planning through in-person, virtual, and online resources.
- 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 the Handshake career services platform, and present on career planning topics.

Internship Coordination and Tracking

- Coordinate and track internships, including preparing and delivering in-class information to students, providing one-on-one internship search and preparation assistance, and informing students of the requirements for participation.
- Updating, organizing, and presenting internship information to 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

- Work in tandem with Director on the planning and implementation of activities related to the annual Senior Show VIP reception.
- Assist with the development and execution of career/internship fairs, networking events, and on-campus recruiting logistics.
- Develop and administer online programs such as resume, internship, and job search workshops.
- Counsel and collaborate with other departments on the implementation of special programs related to the Locks Career Center's mission and College's mission at large. Provide support for special projects and initiatives related to LCC to President's Office, Admissions, Academic Services, Student Affairs, Continuing Education, Graduate Office, Academic chairs, Marketing & Communications and Advancement 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 the Handshake career management system is essential.
- Inform students and academic departments about recruiting opportunities, events, and activities through newsletters, targeted messages via Handshake, listservs), promotional flyers, and social media (i.e. Facebook, Twitter, Instagram).

Supervision and Training

- Supervise student assistants on career counseling, marketing, events preparations and employer relations efforts including newsletters and social media management, in-person and virtual recruiting events, workshops, presentations and other career related programs.
- Provide Handshake training to LCC Student Workers, Career Ambassadors/Career Peer Advisors and student workers as needed.

Physical Demands/Working Conditions:

No physical demands. Office settings. The above statements are intended to describe the general nature and level of work being performed. These are not to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel as so classified.

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: <https://moore.edu/non-discrimination-policy/>