Position: Director of Career and Calling

Department: Center for Career and Calling, Division of Student Life

Reports to: Assistant Provost/Dean of Students

Responsibilities:

Responsible for marketing and administering the Center for Career & Calling (CCC), its intended learning outcomes, operations, and budget. The primary roles of this position are in helping students to understand, explore, and clarify their vocational calling; helping to teach students strategies and paths to pursue their calling and gain career readiness competencies; executing the various events and classroom partnerships associated with the CCC; and training and supporting faculty and staff in the areas of vocation, calling, & career readiness. Additionally, this role is responsible for hiring, training, and supporting a team of student leaders and graduate assistants who help to carry out the mission and objectives of the office. As director, this individual is instrumental in facilitating job preparation functions such as résumé and LinkedIn reviews, mock interviews, job searching strategies, classroom presentations, and career fairs; collecting first destination data for Anderson University annually; and networking to create needed employer relationships. The director will work closely with the Office of Work Life Engagement regarding on-campus student employment.

Qualifications: Master’s Degree (preferred MBA, Counseling, or Leadership). Must meet university lifestyle expectations.

- Certification: Strong Interest Inventory (Required or will complete), Prefer knowledge of MBTI and Clifton Strengths
- Commitment to supporting AU’s mission
- Strong understanding of career coaching and career counseling
- Strong understanding of various career interest assessments (Strong Interest Inventory or others) and theories
- Strong understanding of the theological understanding of calling
- Knowledge of central Indiana business community
- Ability to build and create internal and external alliances to benefit students and the institution as a whole
- Strong interpersonal and communication skills with diverse populations
- Confident and capable public speaker, communicator, and trainer
- Knowledge of Google Suite, task management systems, Microsoft Office, Adobe Suite, data management systems, and CRM systems
- Experience in budget management and reporting
• Experience in supervising others
• Strong editing and writing skills
• Knowledge and experience in resume and LinkedIn best practices
• Handshake (career-specific online management) knowledge a plus
• Strong Interest Inventory knowledge a plus
• CliftonStrengths (formerly StrengthsFinder) knowledge a plus
• MBTI knowledge a plus
• NACE Career Competencies knowledge a plus
• NACE First Destination Survey experience or knowledge a plus

This is a 92% FTE position. Eligible for full university benefits

**Position Available:** Review of candidates will begin immediately and continue until the position is filled.

Qualified and interested candidates should submit a letter of interest, resume and [employment application](mailto:staffjobs@anderson.edu) to staffjobs@anderson.edu. Persons with an application on file or current university employees should send an email to staffjobs@anderson.edu to express interest in this position. Current employees are also expected to notify their supervisor of their interest in this position.

**Anderson University** is on a [mission](http://www.anderson.edu) to educate students for lives of faith and service, offering more than 60 [undergraduate majors](http://www.anderson.edu), 30 [three-year degrees](http://www.anderson.edu), 20 [NCAA Division III intercollegiate sports](http://www.anderson.edu), alongside [adult](http://www.anderson.edu) and [graduate](http://www.anderson.edu) programs. The private, liberal arts institution is fully [accredited](http://www.anderson.edu) and recognized among top colleges for its [business](http://www.anderson.edu), [computer science](http://www.anderson.edu), [cybersecurity](http://www.anderson.edu), [dance](http://www.anderson.edu), [engineering](http://www.anderson.edu), [nursing](http://www.anderson.edu), and [teacher education](http://www.anderson.edu) programs. Anderson University was established in 1917 in Anderson, Indiana, by the [Church of God](http://www.anderson.edu).

*AU is an equal opportunity employer. Persons who bring diversity are encouraged to apply.*

Anderson University complies with federal and state requirements for non-discrimination in employment with regard to sex, age, race, color, disability, and national and ethnic origin.