



PRESBYTERIAN COLLEGE

Associate Dean and Director of Career Development and Student Success

This position provides the vision and strategic direction for the enhancement and implementation of initiatives related to the career services functions for Presbyterian College. As the senior ambassador for career programs and programs that promote student transitions and success, the Associate Dean and Director collaborates with Academic Affairs, Enrollment Management, Alumni Relations, Advancement, Athletics and external constituents to create innovative partnerships, programs and opportunities that will serve students from their admission to PC through their post-graduate careers.

Key Priorities:

- Align the mission and services of the Career and Student Success Center to reflect progressive best practices with measurable results
- Strengthen employer and alumni engagement in recruiting PC students
- Increase the breadth and scope of experiential and post-graduate opportunities in industry, education, entrepreneurial, government and non-profit sectors
- Create a physical space that promotes access to and delivery of career services, academic support, student transitions and student success
- Strengthen employer development/relations efforts to raise PC's reputation as a leading source of student and graduate talent
- Provide programs and services that attract and retain students

Primary Responsibilities:

- Provide visionary leadership, strategic direction and supervision for Career Programs, Internships, Employer Relations, and New Student Orientation programs.
- Plan, manage and oversee an operating and personnel budget for the Career and Student Success Center. The Center's staff includes three professionals and one administrative assistant.
- Serve as the primary liaison between Campus Life and other areas on campus impacting student retention with measurable results.
- Chair the Student Retention Committee requesting and analyzing data, assessing programs and services and reallocating resources for increasing student retention.
- Counsel students experiencing indecision about personal and college-related goals.
- Serve as a Title IX Investigator reporting to the Vice President for Human Resources and Title IX in this duty.
- Assist in coordinating parent programs and the Parents Council Advisory Board.
- Serve as VP for Campus Life Designee as needed. Assume on-call rotation duties for scheduled nights and weekends as well as those when VP is away.

Qualifications and Expectations:

Education: A Master's degree in a discipline related to career development, college student personnel, higher education or human resources.

Experience: A minimum of five years of professional experience and progressively increasing responsibility in career services, student development and/or retention programs.

Skills and Knowledge: The successful candidate will have excellent leadership, supervisory, financial and interpersonal skills, and a demonstrated commitment to students. Ability to lead strategic planning, experience in data gathering and analysis, and experience in employer development are essential.

Other Requirements: This position involves night and weekend responsibilities which require the Associate Dean and Director to live in close proximity to the campus.

Applications and Nominations:

Applications and nominations are being solicited now. Screening of materials will begin immediately and continue until the successful candidate is identified. Interested candidates should send a letter of interest, resume, and a list of 3 professional references to: Mrs. Debby Young, Senior Administrative Assistant for Campus Life, Presbyterian College, 503 South Broad St., Clinton, SC 29325. Or email same materials to campuslife@presby.edu. Presbyterian College is an Equal Opportunity Employer. The College seeks to hire the most qualified candidate and does not discriminate against any legally protected class.

About Presbyterian College

Presbyterian College is a selective national liberal arts college with 1078 Arts and Sciences students and 325 Pharmacy School students. Founded in 1880, Presbyterian College is a highly selective, top-ranked Carnegie One residential liberal arts college. The college is located in historic Clinton, SC, (population 8500) in the upstate of South Carolina. Situated on an attractive 240-acre campus, Presbyterian College houses 94% of the undergraduate student body in twenty-one residential areas. The Pharmacy School is located "off the square" in downtown Clinton.

The motto of the college is "While we live, we serve."