

WARTBURG COLLEGE

POSITION DESCRIPTION

Title of Position – Pathways Center Associate for Vocation, Mentoring and Careers (AVMC)

Preparation Date: 10/24/17

Function of Position:

Responsible to the Director of the Pathways Center, the AVMC serves as the campus leader of mentoring programs by promoting and coordinating mentoring efforts throughout campus and by planning, implementing, and evaluating mentoring initiatives that emanate from the Pathways Center. The AVMC also facilitates academic and career advising, as well as the theological discernment of vocation among Wartburg College students in collaboration with other staff members in the Pathways Center. This is a full-time, 12-month position.

Principal Duties and Responsibilities:

1. In collaboration with faculty and staff, meet with students for vocational discernment (helping students find meaning and purpose in all facets of their lives), career development, academic advising, coaching, and counseling. (30%)
2. Develop, implement and evaluate mentoring programs involving students, staff, and alumni including peer mentoring programs, the Orange Connection (in collaboration with Alumni and Parent Programs), and the Staff Mentoring Program (in collaboration with Human Resources). (20%)
3. Assists students in meaningful vocation and career exploration/planning processes including: administer and interpret career assessments; provide career action plan guidance including assistance with resume building, interview skills, and job search resources; develop and deliver innovative presentations to internal students, staff, faculty audiences, and, on occasion, community groups regarding career development and vocational discernment; collaborate with faculty and students to promote vocation and career exploration/planning in the classroom. (20%)
4. In collaboration with campus constituents, coordinate efforts to develop, implement and evaluate activities, events, and speakers for students that promote vocational exploration. (10%)
5. Provide resources for campus-wide mentoring programs initiated outside Pathways (e.g., inventory mentoring programs, provide training and other resources, and facilitate synchronization of campus mentoring programs). (5%)
6. Assist in coordinating graduate school advising and serve as a supporting adviser for students applying to professional schools; advise students and dispense information regarding the graduate school application process. (5%)
7. Manage and maintain the Pathways Center's intranet site on infocenter. (5%)
8. Perform other duties as assigned by Director of the Pathways Center.

Supervision:

Employee proceeds independently working toward established objectives, requiring the use of a wide range of procedures. Employee prioritizes own work and resolves unusual cases in consultation with the supervisor.

Minimum Qualifications:

Master's degree; prefer experience working with college students in areas related to vocational discernment, mentoring, and career development.

Application Procedure:

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: hr@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until position is filled.

Wartburg College is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from women and members of ethnic and minority groups.