WARTBURG COLLEGE

POSITION DESCRIPTION

Title of Position: Assistant Director for Career & Alumni Engagement
Preparation Date: June 2023

Function of Position:
Responsible to the Associate Dean of Students for Careers, Vocation & Service, this individual will work to enhance professional development, career advancement, vocational exploration, experiential learning, and mentoring opportunities for students through partnership with employers, Wartburg alumni, and other partners. This person plays a critical role in supporting the professional growth and success of students and alumni. This is a full-time, 12-month position.

Principal Duties and Responsibilities:

Alumni Engagement
- Partner with the Advancement Office and Alumni & Parent Programs to establish avenues for alumni and friends of the college to connect with students in ways that allow for student vocation and career exploration, mentorship, professional development, and internship and job opportunities.
- Create opportunities and events designed to facilitate networking between students and alumni or industry professionals.
- Establish and strengthen alumni partner contacts through outreach activities such as cold calls, strategic mass mailings, and individual alumni employer visits.
- Develop, implement, and sustain a 2nd Year Multicultural Student Mentoring program with alumni.

Career Exploration and Planning
- 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.
- Conduct Career Exploration Assessments with prospective students and their families. Serves to support the Admissions Team in recruiting students to Wartburg by engaging students and parents in the academic offerings of Wartburg.

Mentoring
- Develop and manage Orange Connection, a career mentoring program that matches students with alumni and other professionals in their field of interest in various locations. (Des Moines, Cedar Valley, Minneapolis (new location for the program)
- Partner with the faculty IS 101 Coordinator in the development, training, and implementation of peer mentors via the IS 101 classroom.

Vocational Discernment
- 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, and coaching.
- Partner with campus constituents to develop, implement and evaluate activities, events, and speakers for the campus that promote vocational exploration.

Minimum Qualifications:
Requires a bachelor’s degree with 2+ years of experience working with students. Master’s degree preferred with experience working with college students in areas related to alumni engagement, career development, mentoring, and vocational discernment. The ideal candidate will have a passion for career development and a commitment to helping students and alumni achieve their personal and professional goals.

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 the 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.