

GORDON COLLEGE
Position Description

Title: Assistant Director of Career Services and Operations

Function:

The Assistant Director of Career Education and Operations will lead the internal functions of the Career Services Office to ensure a high-quality, accessible, and developmentally appropriate experience for all students. This role emphasizes career education programming, event coordination (e.g. career fairs, workshops), and the development of scalable systems for advising, tracking, and reporting. The ideal candidate is a detail-oriented professional who has strong experience with NACE Career Readiness Competencies, can drive creation of efficient processes, and wants to empower students with vocational exploration in preparation for a life of meaningful work and service informed by faith.

Key Responsibilities:

Program & Process Management

- Plan, coordinate, and evaluate career-related programs, including workshops, classroom presentations, career fairs, and networking events according to NACE competences and student needs.
- Collaborate with academic departments, advancement, and alumni relations to align career development with institutional priorities and student learning outcomes.
- Develop and implement systems for smooth operation of internal systems that support effective career services including employer support and vetting, career workshops, vocational exploration, and others to deliver meaningful career services.
- Oversee staff member with direct responsibility for maintaining employment and internship systems (e.g. Handshake).

Student Career Education

- Provide small group and individual advising on career exploration, job/internship search strategies, resume/cover letter preparation, and interviewing skills.
- Collaborate with faculty and staff to integrate career readiness into curricular and co-curricular experiences.
- Maintain and develop digital resources, handouts, and online tools to support student development.

Employer Engagement Support

- Serve as primary liaison for communication with employers, scheduling of recruitment activities, and job postings.
- Coordinate logistics for employer visits and on-campus interviews.
- Ensure that employer records are effectively maintained.

Required Knowledge, Skills, and Abilities:

- Master's degree in higher education, student development, counseling, or related field.
- 2–4 years of experience in career services, student affairs, or higher education administration.
- Demonstrated experience with event planning, advising, and student programming.
- Familiarity with NACE Career Readiness Competencies.
- Proficiency with career services technology (e.g. Handshake) and Microsoft Office tools. Willingness to learn other tools as needed.

The review of applications will begin immediately and continue until the position is filled.

Grade: 6

FLSA Status: Exempt

In our Christ-centered [living and learning community at Gordon College](#), faculty and staff affirm the [College's Statement of Faith](#) as an expression of their own theological convictions, and agree to work within Gordon's community standards in order to model these commitments for our students' formation. Gordon College faculty and staff support the College's commitment to the [Shalom Statement](#), which includes our desire to treat all individuals as equal image-bearers of God through justice, equity, diversity, and inclusion.