

GORDON COLLEGE
Position Description

Title: Director of Career and Connection Institute and Employer Engagement

Function:

Reporting to the Dean of Academic Services and Registrar, the Director of Career and Connection Institute and Employer Engagement will provide leadership for the Career and Connection Institute at Gordon College, a faith-based and private liberal arts institution serving approximately 1,200 undergraduate students. This outward-facing role is responsible for establishing and cultivating strategic partnerships with employers, industry leaders, and alumni to expand experiential learning, internship, and full-time employment opportunities for students across all academic programs.

In coordination with the College's Senior Leadership Team and in close collaboration with external relations, admissions, and marketing teams, this position will contribute to effectively realizing the college's strategic initiatives of serving students to the highest degree possible in vocational exploration, career development, and which are grounded in serving the college's students at the highest level possible. ice's long-term strategy and will represent career services in cross-campus partnerships to integrate career readiness throughout the student experience.

Key Responsibilities:

Strategic Leadership & Program Development

- Lead the strategic direction and implementation of a comprehensive, inclusive career services program grounded in NACE Career Readiness Competencies.
- Collaborates with Senior Leadership Team and Deans to support building and maintaining strong relationships with employers, alumni, and other external parties.
- Serve as the primary spokesperson for employer relations and career services at campus events, advisory boards, and alumni meetings.

Employer & Alumni Engagement

- Develop and manage partnerships with local, regional, and national employers to increase high-quality internship, co-op, and full-time employment opportunities.
- Create pipelines to connect students with alumni and industry mentors through networking events, informational interviews, and professional panels.
- Maintain a robust employer database and track engagement metrics using career services platforms (e.g., Handshake or similar).

Assessment & Reporting

- Evaluate employer and alumni engagement outcomes; regularly assess effectiveness and make data-informed recommendations.
- Provide reports and insights for institutional leadership and others on employment trends; student participation, feedback and outcomes; and program performance.

Required Knowledge, Skills, and Abilities:

- Master's degree in higher education, student affairs, business, or related field.
- 5+ years of experience in career or student services.
- Demonstrated ability to build external relationships and work collaboratively across departments.
- Strong knowledge of NACE Career Readiness Competencies and best practices in career development and workforce engagement.

Position Code:

Grade: 8

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.