



Director of Career Advising & Internships

Prescott College is looking for an innovative professional to lead the vision for Career Services. Reporting to the Assistant Dean of Student Affairs, the Director will develop close working relationships with Academic Affairs and Alumni Development. The Director provides strategic direction and vision, and engages directly with employers to build pipelines of employment opportunities for our students (e.g., full-time employment, internships, service learning, etc.). Identifies employment and educational trends to meet the challenging needs of employers and students, and develops career programs and services. Responsibilities include:

- Provide individual and group advising for Service Learning and Internship preparation for all undergraduate students.
- Collaborate with academic affairs to source opportunities and support internship and service-learning programs.
- Manage career counseling, employer relations, and small-scale events, including fairs and networking events.
- Develop partnerships with employers by working with executive, supervisory, and human resources contacts; develop and maintain ongoing, engaging learning opportunities; and make appropriate referrals for students.
- Identify and contact employers to engage them in recruiting at the college.
- Develop relationships with alumni as mentors and speakers. Create pipelines of employers and alumni to engage students across all industry areas.
- Manage the Handshake career platform for student and alumni use.
- Develop career programming that supports return on investment for students and parents.
- Provide career advising through scheduled appointments and drop-in sessions.
- Actively participates in college-wide initiatives to improve the student experience.
- Co-develop presentations to both external and internal constituencies.
- Oversee the Graduating Student Survey release and follow-up, including direct engagement of the office in determining the outcomes of students 9 months from graduation. Develop reports and assess programs, activities, career fairs, counseling, and outcomes.

Requirements

- Bachelor's degree with 2-3 years of experience required, master's degree preferred.
- Experience in career coaching, advising, mentoring, and/or higher education.
- Demonstrated ability to work effectively in a team environment with diverse populations.



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- Excellent interpersonal, oral, and written communication skills are necessary.
- Availability to work some evenings and weekends throughout the year is required.
- Knowledge of industry hiring practices, job search processes, and cross-campus outreach and collaboration experience preferred.