**Assistant Dean for Career Integration**

St. Francis College, Brooklyn (the “College” or “SFC”) is embarking on an ambitious plan to revitalize the College even as it remains true to its core mission: private, independent, co-educational, urban college whose Franciscan and Catholic traditions underpin its commitment to academic excellence, spiritual and moral values, social responsibility, and life-long learning. As a College rooted in a commitment to radical hospitality, to character formation, to inter-faith dialogue, to creating conditions so that students will learn the technical skills necessary to navigate a 21st Century workplace while never losing sight of the importance of ensuring that all students learn to cultivate their humanity, the College is expanding its offerings, its services and the ways it engages in and beyond its campus. In short, it is an exciting time to join the St. Francis College Community.

St. Francis College is strongly committed to diversity and inclusion on our campus and all qualified applicants will receive consideration without regard to age, race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, status as a victim of domestic violence or any other characteristic protected by law. We are an Affirmative Action, Equal Opportunity employer and we are committed to increasing the diversity of our faculty, staff, students, and the curriculum. Qualified candidates of diverse backgrounds are therefore encouraged to apply.

**Job Summary:** Reporting directly to the Chief Student Affairs Officer/Dean of Students, the Assistant Dean for Career Integration will lead the College’s Career Center (the “Center”) in providing innovative and coordinated services and programs, will be a champion of cross-campus collaboration, and will infuse career education into all areas of the student experience at the College. The position will also ensure that the Center grows from a “career center” into a “career everywhere” mindset, engaging multiple stakeholders and partners to come together and positively impact student success and career outcomes.

**Duties and Responsibilities:**

- In collaboration with the Career Center team, create and oversee yearly office goals, as well as the creation and execution of a forward-thinking and innovative strategic plan for the Center.
- Supervise and provide support for professional development of staff. Monitor progress on goals and communicate clear expectations for each position.
- Be in constant communication and collaboration with campus partners (faculty, senior leadership, departments, etc.) to continually and intentionally include student success initiatives in instruction and programming.
- In partnership with the Chief Student Affairs Officer, Academic Affairs, External Affairs and other stakeholders, create an annual campus-wide Career Strategy Summit to facilitate staff and faculty conversations and collaborations related to career exploration and development.
- Provide ongoing education on the difference between a placement model and a developmental model and champion a developmental model of career services.
- Partner with faculty to make practical and scalable recommendations for infusing career education into existing curriculum that aligns with course and department student learning outcomes.
- Coordinate the team’s strategic approach to developing and delivering inclusive, accessible and innovative services, resources and programs that support the mission of the College and the Center.
- Develop programming and events rooted in theory with clear learning outcomes and a plan for assessment.
- Create marketing and branding standards in conjunction with the Marketing and Communications Office that position the Center to tell their story and make them more visible to internal and external audiences. Complete necessary training and make regular updates to the Center’s website.
- Create a communications plan that allows Center staff to provide relevant and timely reports/data and keep their constituents informed of upcoming events and programs.
• Set goals for employer engagement that translate to employment options for students and successful post-graduate outcomes.
• Understand technology trends and advocate for the implementation of cutting-edge tools that benefit students in their career exploration and development.
• In partnership with the Director of the Career Center, establish and convene applicable advisory boards (faculty, employer, student, etc.) and oversee follow through on action items and projects that come out of meetings.
• Perform related duties as needed to advance a collaborative culture of career development on campus.
• Perform all other duties as assigned.

Minimum Qualifications:

• Master’s Degree in a higher education related discipline or a Master’s in Business Administration
• Ten (10) years’ experience in academic career services role and/or in a corporate recruitment management role
• Demonstrated ability to work effectively and inclusively with diverse constituents at all levels within the College and externally
• Demonstrated ability to collaborate and leverage relationships that have led to productive partnerships and outcomes
• Demonstrated regular practice of using data to inform constituents and make decisions
• Effective verbal and written communication skills
• An understanding of, or appreciation for, the Franciscan traditions at St. Francis College
• Ability to work late evenings and weekends, as necessary, to support College events

Preferred Qualifications:

• Terminal Degree (e.g., Juris Doctor, Ph.D. or other doctorate)
• Ten (10) years’ experience in a leadership role in academic career services and/or related leadership positions either within or outside a higher education setting
• Experience developing career curriculum and co-curricular programs tied to learning outcomes
• Knowledge of cutting-edge software that enhances the way students engage in their career exploration and development
• Demonstrated ability to cultivate and maintain employer partnerships in diverse industries

About St. Francis College:

For over 150 years, the mission of St. Francis has been to provide an affordable, quality education to working class people who otherwise may not be able to attend college. We educate the whole person for a full, relational life, developing the students' talents and abilities for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership. The College strives to offer ample opportunities for students to immerse themselves in the intellectual, cultural and professional opportunities afforded by New York City and to serve the needs of the local community in which they live and study. Our location in Brooklyn Heights provides a confluence of cultures and religious beliefs, mirroring our commitment to maintain and celebrate our diverse student body. We educate the whole person for a full, relational life, developing the students’ talents and abilities to form confident alumni well prepared for graduate study, for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership.

Interested applicants can apply by clicking here.