



Job Description

JOB DETAILS

Job Title: Assistant Dean & Executive
Director of Career Communities

Department: Center for Careers, Life, and
Service

ID: CLS_AsstDeanExecDir

Title of Supervisor: Daniel and Patricia Jipp
Finkelman Dean

Date Completed: 12/04/2016

JOB SUMMARY

The Assistant Dean and Executive Director of Career Communities provides overall strategic, supervisory, and budgetary leadership for the CLS's Career Communities model, which provides students and recent graduates with access to industry-focused advising; tailored programming; robust experiential, service, and networking opportunities; and other activities that bridge the Grinnell experience with their future goals. The Assistant Dean and Executive Director supervises a team of eight professionals with responsibility for guiding students and recent graduates within the CLS's seven Career Communities. This individual will lead the comprehensive program-planning efforts and ensure coordination across all career communities. In addition, as the College's designated pre-law adviser and head of the Law Community, this individual will work directly with students, alumni, faculty, and law school representatives. As needed, this individual will provide general career advising for internships, job searching, graduate/professional school, and more. Reporting directly to the Daniel and Patricia Jipp Finkelman Dean in the Center for Careers, Life, and Service (CLS), the Assistant Dean and Director of Employer Engagement is a key member of Dean's senior leadership team. In this capacity, the Assistant Dean and Director provides input into the strategic direction, program initiatives, annual goals, benchmarks, and recommendations for improvement of the overall operation, services, and programs of the CLS.

ESSENTIAL JOB RESPONSIBILITIES

Responsibility	% of Time
Career Communities	
Lead, plan, coordinate, and evaluate all Career Communities	30 %
Law Community	
Plan, lead, implement and evaluate Law Community; serve as pre-law adviser	25 %
Supervise and mentor	
Supervise, mentor, development staff	20 %
Career advising	
Provide general career advising (job, internship, graduate/professional school)	10 %
Administrative tasks	
Manage financial resources; and perform other duties and administrative tasks as needed	10 %
Donor communication	
Steward and communicate with donors	5 %

GENERAL RESPONSIBILITIES

1) Maintain regular and reliable attendance. 2) Comply with all safety policies, practices and procedures. Report all unsafe activities to

supervisor and/or Human Resources. 3) Understand and comply with the policies of the College Staff Handbook. 4) Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs. 5) Perform duties as a team member in a manner supportive of department and College procedures, policies and goals. 6) Protect confidentiality of College information. 7) Provide leadership to others through example and sharing of knowledge/skill. 8) Communicate with others in a courteous and helpful manner. 9) May be asked to fill positions considered essential during weather emergencies or other events requiring special staffing. 10) Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

	Yes	No
Does this job have supervisory responsibilities? X (place an "x" in the appropriate box)		
Place an "x" in the appropriate box	If yes, how many?	
Student Staff X	1-2	
Non-exempt X	2	
Exempt X	6	

If "Student Staff" - Approximately how many total hours of student staff?

LEADERSHIP:

	Do Not Enter
Supervise/manage/direct the selection, training, development, appraisal and work assignments of personnel.	0 %

SUPERVISION RECEIVED

	Do Not Enter
General Direction: receive very general guidance with respect to overall objectives; work is usually quite independent of others; operate within division or department policy guidelines using independent judgment in achieving assigned objectives.	0 %

EDUCATION

Degree/Diploma	Program of Study	Required/Preferred
Masters		Required
Additional Educational Requirements		

EXPERIENCE

	Do Not Enter:
Five years or more	0 %

COMPUTER OPERATIONS

	Do Not Enter:
Demonstrated use of intermediate computer operations (relational databases, and operating	

CERTIFICATES, LICENSES, REGISTRATIONS

TRAVEL

Do Not Enter

Moderate overnight travel (up to 30%) by land and/or air. 0 %

ADDITIONAL INFORMATION OR QUALIFICATIONS

The Assistant Dean and Executive Director of Career Communities will possess a record of progressive accomplishments within higher education and will have demonstrated experience serving as an adviser and mentor to diverse undergraduate students and recent graduates. The position requires exceptional problem-solving, communication (written and verbal), project-management, learning goal-assessment, and coaching skills, particularly as they relate to mentoring and developing a team of professional advisers. The position also requires a strong command of student- and career-development theory as well as a proven track record of working collaboratively with an array of higher education stakeholders, including alumni, faculty, administrators, and parents. Experience stewarding and communicating with donors is strongly preferred.

This position requires a master's degree along with at least 5 years of relevant experience in career development or a related area within higher education. Records of accomplishment within a liberal arts environment is preferred.

ESSENTIAL FUNCTION ANALYSIS

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

MENTAL/COGNITIVE REQUIREMENTS

	Under 1/3	1/3 to 2/3	Over 2/3
Analyzing information or data			X
Effective communication skills (written and verbal)			X
Composing & comprehending communication materials (written and verbal)			X
Establishing effective interpersonal relationships			X
Adjusting to changes (work load, environment, department structure, etc.)			X
Using logic to define problems, collect information, establish facts, draw valid conclusions, etc.		X	
Making decisions of moderate to substantial consequence			X
Performing mathematical calculations		X	
Editing reports or technical materials		X	
Planning and organizing (work load, schedules, events, etc.)			X
	Under 1/3	1/3 to 2/3	Over 2/3
Handle stressful, emotional and/or frustrating situations		X	
Working with numerous distractions		X	

Working under a time pressure and within timelines/deadlines	X	
Coordinating work with others		X
Handling multiple assignments and priorities		X
Completing work in an accurate manner		X
Concentrating - maintaining attention to details and tasks		X
Memory functions (remembering names, details and procedures)	X	

PHYSICAL REQUIREMENTS

	Under 1/3	1/3 to 2/3	Over 2/3
Stand	X		
Walk	X		
Sit			X
Ability to walk up or down stairs	X		
Use hands to finger, handle, or feel	X		
Reach with hands and arms		X	
Climb or balance			
Stoop, kneel, crouch, or crawl			
Talk or hear			X
Taste or smell			
	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	X		
Up to 25 pounds	X		
Up to 50 pounds	X		
Up to 100 pounds (with an assisted device)			
More than 100 pounds (with an assisted device)			

GENERAL PHYSICAL REQUIREMENTS

	Do Not Enter
Sedentary physical activity performing non-strenuous daily activities.	0 %

VISION REQUIREMENTS

	Do Not Enter
No vision Requirements	0 %

WORK ENVIRONMENT

	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)			
Extreme cold (non-weather)			

Extreme heat (non-weather)
Outdoor weather conditions
Work near moving mechanical parts
Work in high, precarious places
Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors)
Toxic or caustic chemicals
Work with explosives
Risk of electrical shock

Under 1/3

1/3 to 2/3

Over 2/3

Vibration (i.e. operating jackhammer, impact wrench)

Risk of radiation

Confined Spaces

ENVIRONMENTAL CONDITIONS

Do Not Enter

Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation.

0 %

TYPICAL NOISE LEVEL

Do Not Enter

Quiet (example: private office)

0 %

ADDITIONAL INFORMATION

Employee Statement of Understanding

As an employee, I will strive to uphold the mission and core values of Grinnell College. I understand that my work and my presence contribute to the teaching and learning environment. I have read and understand the job description for my position and I am able to perform the essential functions of this position as stated. I agree to comply with college policies and all laws, rules, regulations, and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law, unsafe work environment or practices, sexual harassment, discrimination, or other misconduct to a supervisor or other designated college official. I further understand that should I have a workplace injury, I will report it to my supervisor and/or the Office of Human Resources promptly.