

Director, Arts, Media & Communications Career Community

Job Description

Position Information

Position Title	Director, Arts, Media & Communications Career Community
Position Number	CCLSPRFS34*6405
Department	Careers, Life, and Service
Reports to (Title)	Assistant Dean & Executive Director of Career Communities
Seated Employee	

Employee First Name

Employee Last Name

Job Summary

In three to five sentences, please briefly describe the job's primary purpose to the department.

Job Summary

Reporting to the Assistant Dean and Executive Director of Career Communities, the Director will advise students and recent graduates who express interest in exploring, preparing for, and pursuing careers in the arts, media, and communications professions. The Director will be responsible for providing individual and small group career advising; planning, facilitating, and evaluating topically relevant programming and workshops (e.g., guest speakers, alumni panels, career-focused symposia); planning and leading off-campus treks and site visits; establishing relationships with and engaging alumni and friends of Grinnell who work in the arts, media, and communications professions; helping students prepare for the application process to graduate and professional school; and promoting opportunities to engage with recruiters. The Director of the Arts, Media, and Communications Career Community will establish relationships with and engage faculty and other campus community stakeholders.

Position Summary Information

Select the level of education needed to successfully accomplish the essential duties of this job.

Master's degree or equivalent

If a specific degree, certification, license, or registration is necessary, please list.

Select the level of experience needed to successfully start the position and accomplish the essential duties of this job.

Five years or more

Preferred Qualifications

FLSA Category

Exempt

Staff/Faculty

Staff

Employment Status**Employment Category****Essential Staff (emergency situations)?**

No

On-Call?**Essential Responsibilities**

List the job's most important responsibilities. There are probably no more than six of these. Also indicate the approximate percent of time spent on each job function. (Note: Do not record how the job responsibilities are carried out.)

Essential Responsibility percentage of time needs to equal 100%

Responsibility

Provide individual and group advising for both current students and early career alumni who have expressed an interest in careers in the arts, media, and communications. Counsel and advise students and alumni about securing related experiential learning opportunities (shadowing, volunteering, internships), preparing for and navigating the graduate school application process, preparing for and managing a job search campaign, and identifying relevant gap-year experiences. Engages with students in reflection, identifying transferrable skills, creating plans for in-school and post-graduate experiences. Establish relationships with faculty members to gain a deeper understanding of the curriculum and academic experience, to better assist students in planning their out-of-classroom experiences. Mentors and supervises a cohort of students participating in the College's summer internship program, as needed.

Percentage Of Time

40

Responsibility

Provide leadership for the Arts, Media, and Communications Career Community. Create program materials, build and maintain website. Conduct research on relevant professional trends, labor market patterns, and hiring practices. Prepare, propose, and manage an annual budget. Plan and lead workshops and related programming. Organize speakers and events. Lead students on relevant treks both domestically and internationally. Support experiential learning activities, including job-shadowing, internships, and related opportunities. (25%) Work with faculty, administrators, students, alumni, employers, and leaders in the field to build partnerships and develop relationships that lead to full time opportunities for students seeking careers in the arts, media, and communications. Serve as the primary liaison for the Community with both internal and external constituents. Provide support and connections for the CLS as well as the College as a whole. Work collaboratively with the entire CLS on large-scale programs and campus-wide initiatives. As appropriate, represent the CLS on campus-wide committees.

Percentage Of Time

30

Responsibility

Work with faculty, administrators, students, alumni, employers, and leaders in the field to build partnerships and develop relationships that lead to full time opportunities for students seeking careers in the arts, media, and communications. Serve as the primary liaison for the Community with both internal and external constituents. Provide support and connections for the CLS as well as the College as a whole. Work collaboratively with the entire CLS on large-scale programs and campus-wide initiatives. As appropriate, represent the CLS on campus-wide committees.

Percentage Of Time

25

Responsibility

Working with the Career Communities team, assist with the development and implementation of efficient methods to track student data, quantify the success rates of programs, and articulate the return on investment received by students in the program. Working closely with the team to develop presentations and reports; attend meetings and deliver presentations and reports to a variety of constituents.

Percentage Of Time

5

General Responsibilities

General Responsibilities

- (1) Maintain regular attendance in accordance with department policy.
- (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

Does this job have supervisory responsibilities?

Yes

If yes, then check all that are supervised by this position.

Supervise Student Staff

Yes

If you supervise student staff, enter approximately how many and the total hours? (e.g., 2 students/XX hours)

1 to 2

Supervise Non-Exempt Staff

No

If you supervise non-exempt staff please enter the number.

Supervise Exempt Staff

No

If you supervise exempt staff please enter the number.

Select the level of supervision that this position provides.

Supervise work through the planning and scheduling of work, and the review and approval of tasks.

Supervision Received

Select the level of supervision that this position receives from their supervisor.

Direction: receive guidance with respect to general objectives; in the majority of tasks and projects assigned, determine methods, work sequence, scheduling, and how to achieve objectives of assignments; operate within specific policy guidelines.

Computer Operations

Please check one of the following

Demonstrated use of intermediate computer operations (relational databases, and operating systems) and intermediate software packages (word processing, spreadsheet, graphics, etc.)

Travel

Please check one of the following

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

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.

Essential functions are those functions that individual must be able to perform either unaided or with the assistance of a reasonable accommodation. A job function may be considered essential if it meets one of the following criteria:

- the position exists for performance of the function;
- a limited number of employees can perform the function, and it, therefore cannot be reassigned;
- the function is specialized and requires certain expertise to perform it.

Many jobs will also have marginal functions. Marginal functions are those that may be performed by the position but are not tasks critical to job success, can be completed in a number of ways by a variety of people, and are not the primary functions for which the position exists.

Mental/Cognitive Requirements

How much on-the-job time is spent in the following mental/cognitive activities? Show the amount of time by checking the appropriate boxes below.

Analyzing information or data 1/3 to 2/3

- Essential or Marginal?

Effective communication skills Over 2/3

- Essential or Marginal?

Composing & comprehending communication materials 1/3 to 2/3

- Essential or Marginal?

Establishing effective interpersonal relationships Over 2/3

- Essential or Marginal?

Adjusting to changes (work load, environment, department structure, etc.) Over 2/3

- Essential or Marginal?

Using logic to define problems, collect information, establish facts, draw valid conclusions, etc 1/3 to 2/3

- Essential or Marginal?

Making decisions of moderate to substantial consequence 1/3 to 2/3

- Essential or Marginal?

Performing mathematical calculations Under 1/3

- Essential or Marginal?

Editing reports or technical materials Under 1/3

- Essential or Marginal?

Planning and organizing (work load, schedules, events, etc.) 1/3 to 2/3

- Essential or Marginal?

Handle stressful, emotional and/or frustrating situations 1/3 to 2/3

- Essential or Marginal?

Working with numerous distractions 1/3 to 2/3

- Essential or Marginal?

Working under a time pressure and within timelines/deadlines 1/3 to 2/3

- Essential or Marginal?

Coordinating work with others Over 2/3

- Essential or Marginal?

Handling multiple assignments and priorities Over 2/3

- Essential or Marginal?

Completing work in an accurate manner Over 2/3

- Essential or Marginal?

Concentrating - maintaining attention to details and task 1/3 to 2/3

- Essential or Marginal?

Memory functions (remembering names, details and procedures) 1/3 to 2/3

- Essential or Marginal?**Physical Requirements**

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

Remaining in a stationary position Under 1/3

Traverse/move locations Under 1/3

Ascend or descend between floors Under 1/3

Reach with hands and arms Under 1/3

Ascend or descend ladder None

Position self to access small or restricted spaces	None
Communicate or exchange information	Over 2/3
Detect specific flavors or odors	None

Does this job require that weight be moved or force be exerted? If so, how much and how often? Check the appropriate boxes below.

Weight lifted or force exerted: up to 10 pounds (with or without assisted device)	Under 1/3
Weight lifted or force exerted: up to 25 pounds (with or without assisted device)	None
Weight lifted or force exerted: up to 50 pounds (with or without assisted device)	None
Weight lifted or force exerted: up to 100 pounds (with or without assisted device)	None
Weight lifted or force exerted: more than 100 pounds (with or without assisted device)	None
Please check one of the following	Light physical activity performing non-strenuous daily activities.
Does this job have any essential vision requirements? Check all that apply.	

Work Environment

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

Wet or humid conditions (non-weather)	None
Extreme cold (non-weather)	None
Extreme heat (non-weather)	None
Outdoor weather conditions	None
Work near moving mechanical parts	None
Work in high, precarious places	None
Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors)	None
Toxic or caustic chemicals	None
Work with explosives	None
Risk of electrical shock	None

Vibration (i.e. operating jackhammer, impact wrench) None

Risk of radiation None

Confined Spaces None

Please check one or more of the following locations where this job would work

How much noise is typical for the work environment of this job? Check the appropriate level below.

Additional Information

Include any other physical, mental or environmental information that will aid in the preparation of an accurate description of this job.

Position Documents

No documents have been attached.