

Director, Government, Law & Policy Career Community

Job Description

Position Information

Position Title	Director, Government, Law & Policy Career Community
Position Number	CCLSPRFS30*6266
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

The Director of the Government, Law & Policy Career Community (GLP) will advise students and recent graduates who express interest in exploring, preparing for, and pursuing careers in government, law, policy, and related non-profit/social impact fields. 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 government, law, policy and related fields; advising on graduate school applications; and promoting opportunities to engage with recruiters. The Director will serve as Grinnell College's official pre-law adviser and liase, as appropriate, with the Law School Admission Council. The Director of the Government, Law & Policy 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. **Master's degree and at least 5 years of experience in a government, law, policy, or related non-profit/social impact field OR providing career advising for government, law, policy-bound students, or related fields. Incumbent must be interested in and committed to working with a talented, diverse population of undergraduate liberal arts students.**

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	Full-Time
Employment Category	Regular
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**Career Advising:**

Provide individual and group advising for both current students and early career alumni who express an interest in careers in government, law, policy, and related non-profit/social impact career fields. Assist advisees with the full-range of career development support including, but not limited to: reflecting on one's values, interests and strengths; exploring potential career paths in relevant industry areas; identifying the knowledge, skills, and abilities needed to pursue their post-college professional goals; informational interviewing; creating relevant application materials (resumes, cover letters, personal statements); interview preparation and coaching; internship searching; job searching; navigating the graduate school application process; strategies for building one's professional network; among other related activities. Mentors and supervises a cohort of students participating in the College's summer internship program, as needed. As the College's official pre-law adviser, coach and mentor students and alumni through the law school admission process.

Percentage Of Time

45

Responsibility**Career Community Leadership:**

Provide leadership for the Government, Law & Policy (GLP) Career Community. Create program materials, conduct research on relevant professional trends, the job market, and relevant hiring timelines and practices. Organize speakers and events. Plan and lead students on site visits (domestically and internationally) to explore careers in government, law, and policy-related fields. Create opportunities for current students to connect with alumni who work in GLP-related fields. Create relevant web and print resources and guides. Plan, lead, and/or facilitate workshops and other educational programming on a range of relevant topics (e.g., the Federal job search; Internship Searching in GLP; Considering Law School; alumni panels; etc.). Collaborate with CLS staff, when appropriate, to deliver programs. Supervise and mentor GLP Career Community intern.

Percentage Of Time

40

Responsibility**Partnership/Collaboration:**

Establish collaborative relationships with alumni, faculty, and other friends of the College to support the work and impact of the GLP Career Community. Collaborate with Employer Engagement colleagues to expand and support student participation in internships, full-time employment, and graduate /professional school recruiting activities. Collaborate with various constituencies to provide opportunities for students to explore avenues for service. Serve as the primary liaison for the GLP Career Community with both internal and external constituents.

Percentage Of Time

10

Responsibility**Supporting the CLS:**

Support the overall work and objectives of the Center for Careers, Life, and Service 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. When needed, perform other duties as assigned.

5

Percentage Of Time

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

No

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.

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.

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

Occasional overnight travel (up to 20%) 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?	Essential
Effective communication skills	Over 2/3
- Essential or Marginal?	Essential
Composing & comprehending communication materials	1/3 to 2/3
- Essential or Marginal?	Essential
Establishing effective interpersonal relationships	Over 2/3
- Essential or Marginal?	Essential
Adjusting to changes (work load, environment, department structure, etc.)	Over 2/3
- Essential or Marginal?	Essential
Using logic to define problems, collect information, establish facts, draw valid conclusions, etc	1/3 to 2/3

- Essential or Marginal?	Essential
Making decisions of moderate to substantial consequence	1/3 to 2/3
- Essential or Marginal?	Essential
Performing mathematical calculations	Under 1/3
- Essential or Marginal?	Marginal
Editing reports or technical materials	Under 1/3
- Essential or Marginal?	Marginal
Planning and organizing (work load, schedules, events, etc.)	1/3 to 2/3
- Essential or Marginal?	Essential
Handle stressful, emotional and/or frustrating situations	1/3 to 2/3
- Essential or Marginal?	Essential
Working with numerous distractions	1/3 to 2/3
- Essential or Marginal?	Essential
Working under a time pressure and within timelines/deadlines	1/3 to 2/3
- Essential or Marginal?	Essential
Coordinating work with others	Over 2/3
- Essential or Marginal?	Essential
Handling multiple assignments and priorities	Over 2/3
- Essential or Marginal?	Essential
Completing work in an accurate manner	Over 2/3
- Essential or Marginal?	Essential
Concentrating - maintaining attention to details and task	1/3 to 2/3
- Essential or Marginal?	Essential
Memory functions (remembering names, details and procedures)	1/3 to 2/3
- Essential or Marginal?	Essential

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	1/3 to 2/3
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.	Close vision (clear vision at 20 inches or less)

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

How much noise is typical for the work environment of this job? Check the appropriate level below. Moderate noise (examples: business office with computers and printers, light traffic)

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.