



## NOTRE DAME COLLEGE JOB OPPORTUNITY

Notre Dame College, a Catholic institution in the tradition of the Sisters of Notre Dame, educates a diverse population in the liberal arts for personal, professional and global responsibility.

Title: Director, Experiential Learning and Career Services  
Department: Career Services  
Status: Full-time  
Classification: Staff  
Start Date: Immediate

### **Job Summary:**

Notre Dame College is seeking a Director of Experiential Learning and Career Services who will:

- Provide leadership and direction for a comprehensive program of career services and professional development initiatives for students and alumni, including career development programming and coaching, internship and experiential learning opportunities, resume writing, networking skills, and interview skills.
- Assume responsibility for the efficient and effective operation of the Career Services Center, including marketing of services, supervision of staff and work flow, budget, and technological resources.
- Represent the Career Services Center within the College and to community partners and local corporate, non-profits and government employers to foster employment opportunities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Builds effective relationships with local and regional corporations, non-profits and government organizations to identify employment and experiential learning opportunities.
- Works collaboratively with College faculty members to deliver career-related initiatives, develop experiential learning opportunities and develop career-focused curricular maps.

- Establishes cooperative relationships with other offices in the College to exchange information and resources and support student retention.
- Provides leadership in developing, implementing, marketing and assessing career services and programs to support the overall College mission.
- Provides career coaching to students and alumni including job search preparation via individual appointments, classroom presentations, and workshops.
- Collaborates with career services peers from Ohio colleges and institutions to produce quality joint events such as career panels, job fairs, and graduate school fairs.

**QUALIFICATIONS:**

- Master's degree preferred in Student Affairs, Student Personnel Administration, Higher Education Career Development, Counseling or other closely related field.
- Minimum 3 years' experience in higher education setting, preferably in career services.
- Strong desire to work with students. Experience working in a liberal arts institution with traditional and non-traditional aged students and alumni is preferred.
- Previous supervisory experience including planning, budgeting, training and hiring.
- Proficiency with Microsoft Office, career-services software, and social media.
- Excellent verbal and written communication, organizational, interpersonal, and facilitation skills.
- Record of success in securing grant funding is preferred.

Nestled on 48 scenic, wooded acres in a suburb just 25 minutes from Cleveland, Notre Dame College offers a blend of quiet campus life and big city adventure. Home to some of the country's best restaurants, medical facilities, museums, sports teams, and amusement parks, Cleveland is an affordable city with major appeal. **HOW TO APPLY:** Please send a resume cover letter to: [careers@ndc.edu](mailto:careers@ndc.edu). Candidates will be interviewed by appointment through Zoom, Microsoft Teams, or at the South Euclid, Ohio campus. Only candidates who meet all of the specified criteria will be invited to interview.