Assistant Director of Career Center
First Application Review: (March 11, 2024)

Background:

California State University, Channel Islands (CSUCI) seeks an experienced, accomplished professional to serve as Assistant Director for Career Development and Alumni Engagement (CDAE). The Assistant Director provides strategic direction and leadership in a centralized Career Center to provide students/alumni with a range of career counseling including career exploration, career research, and career planning. Provides oversight of career counseling, career related communications and marketing, internships, and assessment of student career outcomes, effectiveness, research, and program evaluation. Coordinates University internship strategy, execution of internship initiatives, and outcomes-based assessment. Join a team that is inclusive, innovative, dolphin-centered, and data-driven. First review of applications March 11, 2024. To learn more and apply, view: position description.

This position is part of the California State University Student Services Professional Series and includes an excellent benefits program.

LinkedIn Posting:
California State University, Channel Islands is searching for a talented Assistant Director for Career Development and Alumni Engagement (CDAE). In this role, you'll provide strategic leadership to the Career Center by offering students and alumni a wide range of career counseling services. This includes career exploration, research, and planning. You'll also oversee career counseling, communications, marketing, internships, and assessment of student career outcomes. The role includes coordinating the University's internship strategy, leading post-graduate outcomes assessment, and integrating career education in academic programs. Join a team that is innovative, inclusive, dolphin-centered, and data-driven. Apply now and be part of an exciting opportunity. First review of applications: March 11, 2024. To learn more and apply, view: position description.
#careerdevelopment #leadership

About CSUCI:

California State University, Channel Islands (CSUCI) founded in 2002, CSUCI is the newest campus in the 23-campus California State University System. With an operating budget of roughly $140 million, CSUCI enrolls approximately 5,127 students, including 168 graduate and post-baccalaureate students (fall 2023). At full capacity, CSUCI is expected to eventually serve 15,000 full-time equivalent students.
CSUCI offers 26 undergraduate majors, seven graduate degrees, and a number of credential and certificate programs. Students have access to highly engaging curricular and co-curricular learning experiences, with outstanding faculty and staff, small class sizes, innovative applications of instructional technologies in their in-person, online, and hybrid classes, and other high-impact learning practices including service learning, undergraduate research, and study abroad opportunities in 20 countries.

CSUCI has earned national distinctions because of its faculty, work environment, community service, student/faculty research, and efforts to advance diversity, equity, and inclusion. In 2021, CSUCI was ranked among the top 30 “Most Promising Places to Work in Student Affairs” for the seventh year in a row. The University has been recognized four times by The Chronicle of Higher Education as a “Great College to Work For.” U.S. News & World Report – ranked CSUCI 7th in the 2024 edition of Best Colleges in the category of "Social Mobility -- Regional Universities West" which measures how well schools graduate students who are Pell Grant recipients. CSUCI achieved the designation of Hispanic Serving Institution in 2009. In 2019, CSUCI was the first CSU campus and one of only nine institutions in the nation to receive the inaugural Seal of Excelencia, a prestigious, voluntary, and comprehensive certification granted by the Washington, D.C.-based organization, Excelencia in Education.

In keeping with the mission of the CSU system, CSUCI simultaneously provides a student-centered, world-class education while offering access to many groups traditionally excluded from higher education. Student demographics as of Fall 2023 include the following: Female (65.2%), First Generation (60%); Low Income (48.1%); Latinx (60.9%); White (22.6%); Asian American (6.2%); African American (2.2%); Native American/Alaskan (0.2%); Native Hawaiian/Pacific Islander (0.2%); two or more ethnicities (3.8%); with 3.1% of students not reporting ethnicity.

CSUCI is located 4.5 miles south of the city of Camarillo in Ventura County, roughly 50 miles north of Los Angeles. As a regional campus in the CSU system, CSUCI serves all of Ventura County and the southern part of Santa Barbara County — a region that enjoys a rich mix of ethnic diversity. The local economy relies on six key industry sectors, including agriculture, manufacturing, construction, health services, professional/scientific/technical services, and leisure/hospitality.

**Position Responsibilities and Duties:**

**Leadership**

Leads and provides day-to-day supervision for a team of full-time professionals and graduate intern(s) in the design of creative approaches to integrated experiential learning for the preparation of diverse leaders in a global community. Establishes and develops delivery of broad and complex career-focused programs and events that incorporate the needs of organization partners and constituents. Establishes and directs strategic planning and assessment efforts for career development. Directs and manages comprehensive career services that assist students/alum in the lifelong process of career assessment, decision making, planning, and continual development. Leads short-term and long-range planning, implementation, and evaluation of career services programs for the University. Directs the overall career counseling delivery model including in person and online services. Directs the day-to-day operation and workflow of the Career Center. Collaborates with CDAE staff to facilitate and evaluate CDAE programming. Coordinates the hiring, training, supervision, and evaluation process for CDAE graduate intern(s).
Career Education

Provides one-on-one career counseling to students/alum by assisting their engagement in the career development process and understanding of how the process is related to career choice and work performance by identifying, assessing, and understanding their competencies, interests, values, and personal characteristics. Develops and presents various workshops and seminars on current career and employment related topics including resume writing, job search, interviewing, major-specific career exploration, job, and internship search. Collaborates with CDAE staff to develop, present, and assess workshop curriculum. Reviews efficiency of process for career services delivery in the Career Center and provides frameworks for developing systems that ensure integration and efficiency of communication, information management, and workflow as well as the technological tools needed to support them. Provides support and information to faculty on career education. Creates and implements strategies for outreach and marketing of career education. Manages and maintains career resource library and materials, including information technology equipment, software, videos, publications, and other career resources. Develops innovative strategies with the use of technology to better deliver career education to students/alum. Partners with campus constituents in the design and implementation of creative programs that connect students with employment or other learning opportunities within their specialty. Writes and maintains specific career education sections of the CDAE website and contributes to publications.

Internship Education

Implements and evaluates a strategic plan to build and sustain faculty partnerships to increase student engagement with internships and post-graduation employment opportunities. Leads CDAE team to establish a central internship hub for industry and students to engage in internships which includes: 1) assisting students in acquiring internships related to their academic experience; 2) building partnerships with employers to increase internship opportunities and educating employers on how to facilitate quality internships; and 3) working in partnership with faculty and staff in Academic Affairs to facilitate academic-credit internships (e.g., orientation, training, evaluation, placement tracking).

Assessment and Evaluation

Establishes and manages assessment process for career development programs. Solves complex problems including campus-wide topics in organizational, policy, and procedure, recommending course of action, presentation of findings, and implementation of proposed solutions. Evaluates and selects career-related software to provide online resources for career preparation. Designs and develops comprehensive assessment plans including surveys, assessment tools, and mechanisms for tracking and reporting data, both for internal and external audiences to assess progress in relation to strategic priorities and evidence-based best practices. Establishes and manages assessment process for the Graduating Student Survey administered to all graduating students to collect post-graduate outcomes data.