

**MUHLENBERG COLLEGE**  
**ALLENTOWN, PA**

**Position Title:** Assistant Director – Special Programs (11 month)  
**Department:** The Career Center  
**Supervisor:** Director, The Career Center  
**Classification:** Management

*This person manages a variety of services and programs provided by this fast-paced, student-centered department.*

**Characteristic Duties and Responsibilities:**

- A. Develop, coordinate, and implement events, workshops and programs including, but not limited to the Muhlenberg Shadow Program, Alumni in the Classroom Week, Dine for Success, and Career panels featuring Muhlenberg Alumni. Collaborate with Alumni Relations and others as required.
- B. Interact with Development and Alumni Relations to manage database of alumni volunteers.
- C. Oversee and develop Pre-Orientation Program
- D. Work with Director to plan “Gearing Up for Graduate School” events
- E. Supervise and train Career Assistants
- F. Counsel and advise students and alumni, individually and in groups, with issues including career options, choice of major, internship and job search, as well as graduate school applications.
- G. Stay abreast of and implement technological changes that enhance the Center’s services and operations. This includes web-based recruiting/resume software, relevant databases, and new technological advances.
- H. Conduct outreach and service to diverse segments of student population and to other constituent groups.
- I. Write and revise information pieces
- J. Implement creative marketing strategies
- K. Produce mid and end year reports for all areas of responsibility.
- L. Share responsibility for success of all office programming and initiatives.
- M. Other duties as assigned by Director.

**Qualifications:**

- 1. Master’s Degree in student personnel, counseling, or related field and related professional experience.
- 2. Demonstrated understanding of and commitment to the mission of a selective liberal arts institution.
- 3. Experience in planning and marketing events.
- 4. Strong oral and written communication skills and ability to interact with students, alumni, employers and colleagues.
- 5. Strong technology skills and knowledge expected.
- 6. Experience working with diverse populations.
- 7. Experience with career assessment tools.
- 8. Demonstrated flexibility, creativity and approachability, as well as strong follow-through skills and excellent work ethic.

Updated May 2008