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The
Evergreen
State
College

Line - 7 82

Employment Opportunities

Bulletin # 878-003

September 1, 1987

DIRECTOR OF CAREER DEVELOPMENT

Closing Date: September 30, 1987

DESCRIPTION: This position reports to the Dean of Student Development and is responsible for directing the Career Development program. Develop and implement career education, employment and graduate school information sessions. Select, train, and supervise program staff and work in collaboration with faculty and staff in planning and delivering career development programs. Compile and analyze data for annual placement program performance reports. Represent the college at related off-campus public relations activities/events. Coordinate the development and assist in instructing career planning classes and administer placement, aptitude and graduate school test. Counsel students. Perform related duties as required.

MINIMUM QUALIFICATIONS: A Masters of Arts Degree in Student Personnel Administration, Counseling and Guidance, Social Sciences or related fields. Three years of professional experience in Higher Education is preferred. (Applicants with comparable professional experience not in Higher Education will be considered). Two of the three years must be administrative work with emphasis in program planning, supervision and budgeting. Applicant must have experience in Career Development and possess a thorough knowledge of career development theory and methodology, labor market information and career assessment tools. All applicants must have: good written and verbal skills; positive and effective human relations skills; commitment to liberal arts and science education; and demonstrated experience working with diverse groups of people.

SALARY: Starting \$1800.00 to \$2357.00 monthly plus benefits.

APPLICATION PROCEDURE AND MATERIALS:

- A. Resume.
- B. A statement of philosophy on Career Development as it pertains to a Liberal Arts and Science education.
- C. Three current letters of recommendation (written within the past year).

OVER

Forward application materials to:

Chair
CAREER DEVELOPMENT SCREENING COMMITTEE
L1217
THE EVERGREEN STATE COLLEGE
OLYMPIA, WASHINGTON 98505

IT IS THE RESPONSIBILITY OF THE APPLICANTS TO DEVELOP AND SUBMIT A COMPLETE APPLICATION PACKAGE BY 5:00 P.M. OF THE CLOSING DATE.

CLOSING DATE: SEPTEMBER 30, 1987. APPLICATIONS WILL NOT BE ACCEPTED AFTER THE CLOSING DATE.

THE EVERGREEN STATE COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER AND OPERATES UNDER AN AFFIRMATIVE ACTION POLICY. THE COLLEGE STRONGLY ENCOURAGES QUALIFIED WOMEN AND MEN OF ALL RACES, RELIGIONS, AND ANCESTRY TO APPLY. PERSONS OF DISABILITY AND VIETNAM ERA VETERANS ARE ESPECIALLY ENCOURAGED TO APPLY.

THE COLLEGE IS NOW REQUIRED BY FEDERAL LAW TO VERIFY AND DOCUMENT THE IDENTITY AND AUTHORIZATION TO WORK IN THE UNITED STATES FOR EACH NEW EMPLOYEE. AS A CONDITION OF EMPLOYMENT, PERSONS HIRED MUST PROVIDE PROOF OF IDENTITY AND CITIZENSHIP, PERMANENT RESIDENT STATUS OR EMPLOYMENT AUTHORIZATION AND A SOCIAL SECURITY CARD WITHIN THREE (3) DAYS OF BEGINNING WORK. SOME OF THE DOCUMENTS THAT WILL SATISFY THE IDENTIFICATION REQUIREMENT INCLUDE PASSPORTS, DRIVER'S LICENSES, OR ANY STATE PHOTO IDENTIFICATION. SOME DOCUMENTATION THAT WILL SATISFY THE AUTHORIZATION REQUIREMENT INCLUDES AN ALIEN REGISTRATION CARD, UNITED STATES NATURALIZATION PAPERS, OR A UNITED STATES BIRTH CERTIFICATE.

Michelle D'Alessandro
L1200