



Job Title: Career Development Specialist

Reports to: Associate Dean for Calling and Career

Summary: The Career Development Specialist is responsible for the development and implementation of career education programs and resources to help students identify and prepare for their chosen career path. As part of the Thrive Center team, contributes to the strategic areas of academic success, retention, and career readiness.

Successful candidate will affirm and support the Mission, Vision, and Statement of Faith of Montreat College as found here: <https://www.montreat.edu/about/mission/>

Duties and Responsibilities:

- Leads the development and delivery of career preparation programs focused on identity development, learning experiences, relationships, and application documents that lead to career readiness
- Provides individual career coaching in areas such as self-assessment, career exploration, life planning, goal setting, and direction toward making decisions
- Administers and interprets assessments such as the MBTI, the Strong Interest Inventory, and StrengthsFinder to help students develop self-awareness and identify strengths and interests
- Develops and conducts presentations and workshops related to career readiness skills including the job search, networking, and interviewing skills
- Partners with faculty to host professionals and students at gatherings that expose students to a variety of examples of people working in their desired field
- Communicates with faculty regarding employer campus visits, internship events, job fairs, etc.
- Assists in the development and implementation of resources and programming that support the CAE Innovations Grant projects leading to professionalism and soft skills development, and supports related components of the Montreat Experience (ePortfolio, mentoring, strengths development, and other experiential activities for skill development and increased employability)

- Assists students in exploring majors, building an interdisciplinary major, applying for study abroad programs, and pursuing graduate programs
- Manages Handshake, the Montreat College online career network, including marketing to students, approving employer requests to be included in our network, and initiating contacts with employers
- Networks with employers to provide job and internship postings through Handshake, on-campus recruiting and interviewing opportunities for students, and off-campus events such as career fairs
- May teach a section of INDS-1102 Foundations of Faith and Learning and the co-requisite section of INDS-1103 College Success Lab for students admitted conditionally to the college
- Performs other duties as necessary

This is a Full-time, 10 month, benefitted position.

Qualifications: Seeking a collaborative, welcoming, service-oriented person with experience in higher education, career coaching, counseling, teaching, and/or leadership. Excellent communication, interpersonal, and organizational skills, proficiency in MS Office, especially Word, Excel, and Outlook.

Education/Experience: Bachelor's degree required; Master's degree in counseling, human resources, higher education, or related field preferred.

Supervision: Reports to Associate Dean for Calling and Career

Application Requirements: Candidates should submit

- Completed [application](#)
- Resume and cover letter
- Personal statement of Christian faith
- Names and contact information for three professional references

Submissions should be made electronically in pdf or Word format to:

Dr. Marie Wisner, Associate Dean for Calling and Career, at marie.wisner@montreat.edu

About Montreat College:

Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associates degrees. The main campus is located in the Blue Ridge Mountains fifteen miles east of Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. Satellite campuses in Asheville, Charlotte, and other sites supplement the

main campus. The College is committed to Christ-centered teaching and learning, and is a member of the Council for Christian Colleges & Universities.