**ASSISTANT DIRECTOR OF CAREER SERVICES**

The Office of Student Affairs at Cleveland Institute of Art invites applications for the full-time Assistant Director of Career Services position. The Assistant Director of Career Services provides leadership and direction for comprehensive career planning with a mission to support the college’s students and alumni in making informed decisions regarding their undergraduate and post graduate plans. This position is directly responsible for providing career advising expertise to CIA students and alumni regarding the job-search process, interviewing, resume, and cover letter writing, and all other facets of career planning. In this role you will be in charge of providing individual and group workshops and other presentations to students and faculty on career-related topics. As the Assistant Director of Career Services, you will work closely with the Director of Career Development to keep track of graduating students and alumni data, job placement and other outcomes. The ideal candidate will be proficient in utilizing LinkedIn as you will be advising students on how to develop and maintain a professional online presence, including how to create online profiles and online art portfolios.

In this role it is imperative that candidates have experience in developing and delivering presentations, programs and events. As the Assistant Director of Career Services, you are expected to have knowledge of current national and local economic trends related to career development and employment and an understanding of career development theories. The position requires someone to have excellent interpersonal skills as well as written and oral communication skills as you will be the main point of contact to students regarding career related topics. You will be responsible for initiating contact with potential employers to build and maintain relationship via phone, email or site visits. This position requires someone who has solid organizational skills and project management skills to be able to move between day-to-day tasks and organize workloads as they are given. Above all else, Cleveland Institute of Art is looking for a candidate that is results-oriented who is also self-motivated with a positive attitude and overall, a team player.

At minimum, a Bachelor’s Degree is required but, a Master’s Degree in higher education administration, student personnel administration or adult learning is required is preferred. Two to three years’ experience in providing career services in a college/ university setting or a related area. Due to this role curating presentations and career programs candidates should be highly computer literate with capability in email, Microsoft Office suite, and career management technology.

We encourage applications from members of groups that have been marginalized or underrepresented in art and higher education and who will contribute to the breadth and diversity of our community.

**Compensation**

This is a full-time exempt position. Compensation is commensurate with experience and qualifications. Cleveland Institute of Art offers a benefit package including; vacation, sick, personal time accrual as well as additional time off while the college is closed during winter break; health and dental insurance, life and disability insurance, 403B retirement contribution, tuition remission, free campus parking, and inter-museum council discounts.

**Review of applicants will begin June 1, 2022 and will continue until the position is filled.**

*Cleveland Institute of Art (CIA) is committed to increasing diversity in our community and* *actively pursues individuals from all backgrounds. Additionally, CIA complies with all* *applicable federal, state and local laws and provides equal opportunity in all educational programs* *and activities, admission of students and conditions of employment for all qualified individuals* *regardless of race, color, sex, religion, age, disability, sexual orientation, protected veteran status,* *gender identity or national origin.*

**ABOUT CIA**

The Cleveland Institute of Art is one of the nation's leading accredited independent colleges of art and design. Since 1882, the college has been an educational cornerstone in Cleveland, Ohio, producing graduates competitive as studio artists, designers, photographers, contemporary craftspeople, and educators.  With approximately 600 students, CIA offers a personal educational experience with the benefits of a larger institution. Students choose from 13 majors and live and work in Cleveland’s University Circle, one of the country’s most unique cultural centers – recently named by *USA Today* as the “Best Arts District” in the country.

The mission of CIA is to cultivate creative leaders who inspire people, strengthen communities, and contribute to a thriving and sustainable economy through an innovative education in art and design.  Visit our website at: [www.cia.edu](http://www.cia.edu)

**CIA Vaccination Requirement Notice**

Cleveland Institute of Art (CIA) is committed to protecting our students, employees, and our communities from COVID-19. Toward that goal, and in consideration of guidance released by the state of Ohio, the U.S. Centers for Disease Control and Prevention (CDC), and a variety of public health authorities and professional organizations, CIA has implemented a vaccination requirement policy for its students and employees.

All employees are required to receive the Covid-19 vaccination as determined by CIA and provide proof of their fully vaccinated status upon hire.

Reasonable Accommodation: Employees in need of an exemption from this policy requirement due to a medical reason, or because of a sincerely held religious or moral belief must request a Request for Exemption form from Human Resources to begin the interactive accommodation process after an official offer of employment is accepted. Accommodations will be considered and/or granted where they do not cause CIA undue hardship or pose a direct threat to the health and safety of others.

Please direct any questions regarding this notice to Human Resources at [hr@cia.edu](mailto:hr@cia.edu).