Gordon College

Position Description

**Title:** Assistant Director, Educational Programs, Career and Connection Institute

**Function:** Under the direction of the Dean of Student Success, facilitates services and programs for student development, facilitates the AJ Gordon Scholars program, and advises students on matters of vocational exploration and professional preparation.

**Description of Duties and Tasks:**

**Essential responsibilities:**

1. Production of learning modules covering skill development and professional advancement, in coordination with Student Program Assistants (PA) and other CCI staff

2. Coordinate Fairs, conferences, and other CCI events (including AJ Gordon Forum series) along with PAs and other CCI staff

3. Campus site visitor coordination, in collaboration with CCI Partner Relations staff

4. Interface between CCI and Admissions for prospective student visit days, recruiting (working alongside PAs)

5. Supervises a CCI Program Assistant student team (select, manage, train)

6. First-year advising and follow-on advising with undergraduate students (all years)

7. Facilitation of the AJ Gordon Scholars program
   a. Recruits and orients first-year A. J. Gordon Scholars to the program, in partnership with the Dean.
   b. Facilitates development of the first-year small-group series and the recruitment and preparation of student small group facilitation teams.
   c. Coordinates and supports foundational program components, including Campus Community Asset Projects (CAP’s), second year faith and vocation modules, and AJ Senior Capstone, through seminar planning and instruction, coaching scholars in project planning and delivery, maintaining program communication and storytelling for program promotion.
   d. Coordinates the development of individualized Independent Learning Plans for first and second year AJ Gordon Scholars.
e. Coordinates recruitment event opportunities, program wide social and extended learning events.

**Required knowledge, skills, and abilities:**
In order to fully perform the above functions, the incumbent must possess the following knowledge skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. Must possess a personal commitment to the Christian faith; practice Christian values in daily interactions with students, faculty, staff, and the public; demonstrably commit to Gordon’s mission, Statement of Faith, and statement of Life and Conduct at Gordon College.

2. A Master’s degree in student development, ministry, or education-related field is preferred.

3. Experience in academic environment preferred.

4. Experience in program or curriculum development preferred.

5. Ability to utilize technology for communication, teaching, and learning.

6. Ability in verbal and written communication and presentation skills.

7. Ability to relate effectively to students, faculty, administration, alumni, and the general public.

8. Understands the philosophies and objectives of the College especially as they relate to student affairs.

Position Code: CCI-ASTDRED - 1
Grade: 5
FLSA Status: Exempt