

Employment Opportunity: Student Services and Institutional Effectiveness

Alabama College of Osteopathic Medicine



Available Position: Director of Career Development
Reports to: Associate Dean of Student Services & Institutional Effectiveness
Classification: Full-time, Exempt Staff
Location: Alabama College of Osteopathic Medicine, Dothan, AL

The Alabama College of Osteopathic Medicine (ACOM) is now recruiting for a full-time Director of Career Development. This position will provide leadership for career and residency advising with specialized development programs for osteopathic medical students so that they may competently consider career options, as well as find and evaluate opportunities related to their personal and professional career choice. The Director of Career Development will select, administer, and interpret career assessments to students, while showing initiative, enthusiasm, and dedication to helping students reach their career goals. Reporting to the Associate Dean of Student Services and Institutional Effectiveness, the Director will have the opportunity to develop and deliver curriculum and assessment tools to be used in and out of the classroom environment.

Duties and Responsibilities:

- Assist the Associate Dean of Student Services and Institutional Effectiveness in developing and implementing ACOM's vision, mission, and goals;
- Use aptitude and achievement assessments to help students evaluate their interests, skills and abilities;
- Evaluate students' backgrounds, education, and training to help them develop realistic goals;
- Guide students through making decisions about their careers based on their skills development and achievements to date;
- Help students learn residency search skills, networking skills and interviewing techniques;
- Assist students in locating and applying for residencies, by teaching them strategies to promote their abilities to residency program directors, how to write a properly integrated CV and personal statement that accurately describes their motivation to pursue their career choice within the context of their curricular and extra-curricular activities;
- Advise students on how to resolve problems they may experience as part of team-based care, such as conflicts with team members or other students;
- Help students select and apply for educational programs, scholarship and research opportunities in order to obtain the necessary credentials and skills relative to their career goals;
- Provide career counseling and outreach to alumni and faculty;
- Develop a general knowledge and understanding of ACGME residency programs and maintain familiarity with the education and training requirements and expectations of these programs;
- Conduct regular outreach efforts including workshops and presentations to classes, student clubs and organizations;
- Develop strong relationships with chairs, department heads and faculty in the College;

- Develop relationships with Program Directors of residency programs within our network, and throughout the southeastern United States;
- Work closely with other staff members in the planning and coordination outreach and programs such as Hospital Day, job fairs, career programs, and employer panels;
- Research and disseminate employment and internship opportunities to appropriate faculty, organizations, and students;
- Research, evaluate and maintain online resources for a variety of career issues, additional academic majors, and career fields;
- Maintain ongoing professional development opportunities for faculty and students via involvement with relevant professional associations within the AOA and ACGME;
- Collaborate on the development and enhancement of the Career Development websites and software;
- Create a Peer Career Program in collaboration with the Alumni Office;
- Collaborate with Learning Resources to maintain, update, and organize career resources within the College's library;
- Assist in preparing and delivering career exploration and development curriculum within the Foundations Courses;
- Participate in the development and delivery of departmental and Student Life initiatives related to career development;
- Perform other duties as requested.

Knowledge/Skills/Requirements:

- Doctoral Degree preferred; Master's degree required from an accredited institution in a relevant field with experience in career development, counselor education, counseling psychology, or related field. Prefer Licensed Professional Counselor or the eligibility for licensure;
- Ability to work autonomously and as a team member;
- Ability to provide statistical data for periodic and end-of-year reporting;
- Ability to be sensitive to issues of diversity and ability to work in a diverse environment;
- Ability and familiarity with computer applications in a career services setting;
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies;
- Ability to provide administrative guidance, direct training and supervision as needed;
- Ability to establish and maintain effective work relations with students, faculty, staff, and the public;
- Ability to communicate effectively—orally, by phone, in person, and in writing;
- Ability and willingness to occasionally travel on behalf of ACOM to promote Career Services Development;
- Ability to use a personal computer and other office equipment.

Please submit (electronically, if possible): 1) a letter of application; 2) statements of teaching experience; 3) current curriculum vitae; and 4) contact information for three professional references to:

Philip Reynolds, PhD, Associate Dean of Student Services & Institutional Effectiveness
 445 Health Sciences Blvd., Dothan, AL 36303
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 (334) 699-2266

ACOM does not discriminate on the basis of age, race, color, sex, gender, sexual orientation, religion or creed, national or ethnic origin, or disability in its programs, activities, hiring or the admission of students. This policy applies in recruitment and admission of students, employment of faculty and staff, and scholarship and loan programs. This policy is also followed in the operation of all other programs, activities and services of the College. ACOM is proud to be a tobacco-free and drug-free campus.

ACOM MISSION

The Alabama College of Osteopathic Medicine will provide quality, learner-centered osteopathic education, research, and service, while promoting graduate medical education, with emphasis on patient-centered, team-based primary care to serve the medically underserved areas of Alabama, the Tri-State area and the nation.