



KECK GRADUATE INSTITUTE
of Applied Life Sciences

Director of Career Services

Responsibilities:

The Director of Career Services is responsible for creating, implementing, and delivering comprehensive professional and career development programs for graduate life sciences students, designed to expand their career opportunities, hiring potential, and earning potential. The Director is also responsible for managing and cultivating relationships with a broad array of employers in the life sciences industry, to sustain and generate a pipeline for internships and jobs for students and alumni. The Director is also responsible for partnering with faculty and other members of the campus community to ensure maximum support to students in their career endeavors.

The Director will provide strategic direction and leadership by engaging in on-going planning, assessment and evaluation to ensure continual improvement and provision of innovative and effective programs and services that meet the changing professional needs of graduate students, alumni and employers in the life sciences industry.

1. Design and implement strategic professional development programs, including workshops, seminars and presentations, in areas including, but not limited to resume writing, networking, cover letters, personal marketing, leadership, professionalism, and professional presence.
2. Identify, develop, and coordinate internship and employment opportunities in the life sciences industry, government and academia by cultivating relationships and links with a broad spectrum of bioscience companies, government and academia.
3. Conduct periodic surveys and provide analysis of career opportunities, student placement data, and national, regional and local employment trends in the bioscience industry.
4. Maintain and oversee a comprehensive career services resource center including creating and maintaining resource materials and website that provides materials and program information to assist students and alumni in their career development.
5. Other duties as assigned.

Education:

A bachelor's degree is required; a master's degree is preferred.

Experience:

Minimum of seven years of study or work experience in the sciences or engineering is required. Candidates must have at least a four-year record of success in institutional career services (preferably in graduate/professional school), in an educational or technical environment or related field.

Required Skills:

Positive attitude, creativity, and a willingness to try new ways of achieving objectives; extensive knowledge of practices and trends regarding career services in graduate programs, competitive market research and professional practice; the ability to connect empathetically, culturally and technologically with people of diverse backgrounds and ages; strong organizational and computer skills; ability to analyze complex data and report conclusions; experience working with the life sciences industry or other technical industry; exceptional public speaking and presentation skills; maturity, good humor, flexibility, and self-motivation; a hands-on, collaborative work style; and superior oral and written communication skills with attention to detail. Extensive knowledge of MS Office, and ability to conceptualize, refine, execute, measure, and document achievement of co-curricular professional learning objectives.

Contact:

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