ILLINOIS COLLEGE OF OPTOMETRY

Job Description
STUDENT, ALUMNI AND COLLEGE DEVELOPMENT
DIRECTOR OF CAREER DEVELOPMENT

LEVEL: Exempt **Salary Range: $45,000 - $55,000**

REPORTING RELATIONSHIP: Reports to the Director of Alumni Development

SUMMARY: As a member of the ICO Student, Alumni and College Development Team, this position requires a customer (student/alumni) service oriented individual, responsible for demonstrating outstanding customer service to students, potential students, their families, alumni, corporate partners, donors, college visitors, faculty, staff, and personnel of other institutions.

Each Team member must be familiar with general college procedures, policies, services, and be able to assist any students, potential students, their families, and college visitors at all times.

The overall objectives of this position include:

- Facilitating ICO students to actualize goals for successful entry into practice
- Providing services, resources, and programs to enhance professional development throughout a student's ICO experience
- Acting as resource for alumni and corporate partners in matters pertaining to professional opportunities

ESSENTIAL JOB FUNCTIONS:

- Manages all aspects of ICO's Professional Career Development programs and services
- Acts as liaison for, and coordinator of, the Kattouf Program for the Advancement of Independent Optometry
- Works with the student ICOPro team to help enhance the ICO Mentor Program
- Maintains and markets the on-line career services program and investigates the implementation of other web-based technologies to enhance the provision of services
- Designs and implements career development services for students and alumni such as interviewing strategies/skills, curriculum vitae development, one-on-one or small group "professional career plan" counseling sessions, etc.
- Develops an annual action plan for professional career development services for students in each year of the academic program (i.e., workshops, seminars, activities)
- Coordinates all on-campus recruiting and/or interviewing activities
- Collaborates with the Student Services, Communications, and Alumni and Development staff
- Acts as advisor to the Private Practice Club and other student clubs as requested
- Maintains, promotes and further improves the part-time professional job listings for students
- Plans and directs key annual events related to professional career development including the Practice Opportunities Symposium and the Commencement Capstone Program
- Writes articles on issues related to professional career development for ICO's website, e-newsletters and/or print publications
- Develops mechanisms for assessing student/alumni needs and provides regular reports on impact/success of career development services and programs
- Represents the College at off-campus outreach activities and professional optometric conferences
- Utilizes all aspects of social media to enhance professional career development outreach to students and alumni
- Updates career development pages and links on ICO's website and my.ico.edu regularly
- Secures corporate sponsorships for professional career development events
- Creates and manages the departmental budget

MARGINAL FUNCTIONS

- Supports the overall objectives of the Student, Alumni and College Development Department Team

- Participates in special projects, task forces and college committees as needed
- Attends and assists as needed at all special events sponsored by the Student, Alumni and College Development Department, e.g., Commencement, White Coat Ceremony, ICOlympics, Admissions Open House Events, Student Orientation, Homecoming, etc.
- Supports the programs and events of the Alumni Development Office as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Bachelor's or Master's degree with appropriate educational background and 5 years related experience in Career Planning, Services and/or Professional Development
- Experience working in a higher education environment
- Very strong organizational, verbal/written communication and interpersonal skills
- Career and professional development counseling skills
- Experience speaking in front of a classroom, leading group discussions and making presentations
- Experience raising funds to help support programmatic activities and events
- Experience managing all aspects of large events; extremely detail-oriented
- Experience managing a departmental budget
- Ability to work well both collaboratively and independently
- Proficiency using Microsoft Office (Word, Excel, Access, Outlook, etc.)
- Proficiency using all aspects of social media, including, but not limited to, Facebook, LinkedIn, and Twitter
- Ability to interact at all levels within the campus community
- Ability to manage multiple assignments/projects and meet deadlines regardless of circumstances or pressures
- Ability to travel to professional conferences (4-5 times per year)
- Ability to travel off-campus frequently to visit optometric practices or corporate locations
- Attendance must be in accordance with College policy
- Professional business attire and personal presentation required
- Required availability beyond "working hours" (occasional weekend and evening)

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We are an EEO Employer

Instructions:

1. Enter the words "Career Development" in the subject line of your e-mail;

2. Attach your cover letter and resume to your e-mail:

3. Send to: human_resources6@ico.edu

Illinois College of Optometry/Illinois Eye Institute
Human Resources Department
3241 South Michigan Avenue
Chicago, IL 60616

No phone calls, please.

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