



Amherst College
Office of Human Resources

JOB DESCRIPTION

Title: Program Director, Amherst Careers in Science & Technology

Department: Loeb Center for Career Exploration and Planning

Reports to title: Director of the Loeb Center for Career Exploration and Planning

Full Time: x Part Time: _____ Date Prepared: 6/25/19

Position Grade: PT-5 Regular Daily Work Schedule: _____ to _____

Pay Type: Weekly_____ Monthly x _____ Months Per Year: _____ Hours Per Week:
40

(Summer Months) Months Per Year: _____ Hours Per Week:

1. Summary of Position:

The Program Director will launch and manage the new *Amherst Careers in Science and Technology* program, working with alumni and employers to increase internship, job and experiential learning opportunities available to students. The incumbent will provide career education and job search coaching to liberal arts students interested in pursuing careers in non-health-related positions in the science industry, such as research, technology, and related fields.

Takes appropriate actions to support a diverse workforce and participates in the College's efforts to create a respectful, inclusive, and welcoming work environment.

This is a three-year term appointment, with possibility of renewal.

2. Principal Duties and Responsibilities:

(45%) Program Management:

- In conjunction with faculty, administrators, students, alumni, and employers, develop comprehensive programming, resources, and partnerships for students interested in pursuing careers in science and technology
- Build networking opportunities in collaboration with the Office of Alumni and Parent Programs
- Develop and deliver career programs and special events, particularly experiential learning opportunities such as career treks and interterm programs
- Provide leadership and long-range vision for the Careers in Science and Technology program
- Conduct research on industry and hiring trends, and forecast shifting opportunities or areas of focus for program based on the external environment
- Manage program budget
- Build program awareness among all constituents, particularly among first- and second-year students and among faculty at the College
- Create program materials, maintain web pages, and promote program to incoming students and parents
- Hire, supervise, train, and evaluate a student intern

(30%) Student Preparation:

- Provide targeted advising sessions and programs to help students explore, prepare for, and begin careers in science and technology fields
- Conduct practice interviews, create relevant web and print resources, and review application materials
- Highlight and promote internship, research, and full-time opportunities
- Facilitate student involvement in professional organizations to enable exploration, networking, skill-development, and interview preparation
- Assist students in building relevant interpersonal, organizational and technical skills
- Assist students in preparing to apply to graduate schools

(20%) External and Employer Relations:

- Build relationships with graduate programs through research, outreach and ongoing relationship management
- Contribute to College efforts to build strong relationships with its network of alumni, faculty and other partners connected to the science and technology sectors
- Partner with alumni and local and national employers to develop shadowing opportunities, internships, and full-time opportunities for students
- Regularly host evening employer/graduate school information sessions

(5%) Other duties as assigned.

All employees are expected to participate in the College's efforts to create a respectful, inclusive, and welcoming work environment.

3. Internal-External Interaction/Communication:

Within the College: Conducts complex operational interactions and communications across the College.

Outside the College: Conducts complex operational interactions and communications outside the College including analyzing, developing, and negotiating with educational and employer partners.

4. Education: (include certifications and licenses)

Required: Bachelor's degree and 3 years of experience in a science or technology industry; or advanced degree in a science, math, or technology related field.

Preferred:

5. Experience: (List specific skills necessary to perform this job)

Required:

- 3 years of career services, recruitment, project management, event management, or other relevant experience.
- Demonstrated capacity and motivation to work effectively with a diverse student body.
- Understanding of science and technology employment trends.
- Strong organizational, customer service, and problem solving skills.
- Demonstrated written and verbal communication, and presentation skills.
- Ability to travel periodically to engage with employer partners, alumni, and parents.
- Able work occasional evenings and weekends.
- Proficiency with Microsoft Office suite and Google apps.

Preferred:

- Five years related experience

6. Environmental and Physical Demands: (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

- Repetitive motions – hands, wrists, fingers
- Visual – normal concentration
- Lift, carry, push, and/or pull 10 lbs.

7. Decision Making:

Significant latitude in strategic and operational decision-making within program area.

8. Supervision Exercised/Received:

Receives minimal supervision.

Supervisory Responsibility: Yes _____ No _____ x

Number of Employees Supervised: 0