

## *Position Announcement*

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### **Kenyon College Dean, Career Development Office**

Kenyon College was founded in 1824 and is the oldest private institution of higher education in Ohio. Today the College ranks as one of the finest liberal arts institutions in the country, attracting an outstanding student body of 1,675 from around the U.S. and 44 other nations. Long known for its excellence in English, writing, and drama, Kenyon also provides a superior undergraduate program in the sciences, music, and social sciences supported by state-of-the-art facilities and strong connections to the surrounding community. The small residential hilltop campus in Gambier, Ohio, engenders close interaction between students and Kenyon's highly acclaimed faculty and staff, yet is only 45 miles from the state's capital, Columbus.

#### **The Position**

The Dean of the Career Development Office (CDO) will join Kenyon College at an exciting time as plans advance for a new Academic Commons that will house the CDO and several other key student services, improving access and expanding resources in line with Kenyon's 2020 strategic plan. Reporting directly to the Provost, the Dean is a highly visible, engaged leader advancing Kenyon College's support for students' post graduate success. The Dean provides visionary, strategic leadership supporting and institutionalizing a broad spectrum of career preparation and success initiatives for current students and alumni, including the development of Kenyon Compass, a unique digital mapping program that connects a student's curricular, co-curricular, and experiential areas of interest with a rich array of resources through a single portal. As the CDO's chief ambassador, the Dean actively cultivates relationships and expands networks with faculty and campus colleagues, alumni, parents, and employers throughout the region and in key destination cities to support the CDO mission and to enhance innovative partnerships, programs, experiential, and employment opportunities. Additional responsibilities include: increasing student engagement with the CDO beginning in their first year; facilitating continuous improvement, ensuring the CDO remains responsive to diverse student interests and evolving market trends; growing internship opportunities and resources to support students' career preparation and professional aspirations; optimizing available technology for communication and delivery of services; and implementing effective data collection, analysis, and reporting systems that demonstrate outcomes and inform strategic resource allocation and direction. The Dean supervises and leverages the talents of seven staff, and manages a budget of approximately \$570,000.

#### **Qualifications**

A track record of progressive responsibility demonstrating a broad understanding of career development and expectations of today's employers including familiarity with current job search strategies, job market trends, and recruitment methodologies is expected. A master's degree or comparable combination of academic preparation and demonstrated experience are required.

#### **Application and Nomination**

Review of applications will begin March 20, 2017 and will continue until the position is filled. A resume with an accompanying cover letter may be submitted via the Spelman Johnson website at [www.spelmanandjohnson.com/open-positions](http://www.spelmanandjohnson.com/open-positions). Nominations for this position may be emailed to Valerie B. Szymkowicz at [vbs@spelmanjohnson.com](mailto:vbs@spelmanjohnson.com). Applicants needing reasonable accommodation to participate in the application process should contact Spelman Johnson at 413-529-2895.

**Spelman Johnson**

Kenyon College – Dean, Career Development Office  
Valerie B. Szymkowitz, Senior Associate

**Visit the Kenyon College website at [www.kenyon.edu](http://www.kenyon.edu)**

*An Equal Opportunity Employer, Kenyon is committed to building a diverse faculty, staff and administration.*