

## **Westminster College POSITION VACANCY**

### **Director, Professional Development Center**

Westminster College seeks student-oriented candidates to direct the Professional Development Center (PDC). The director provides leadership, vision, and oversight to the PDC and brings strategic thinking to students' career planning, internships, and placements. A successful candidate will be poised to work with staff across the College to implement creative programs and services that enhance students' readiness for careers and graduate school. This full-time 11-month administrative position reports to the Vice President for Academic Affairs.

#### Required Competencies

Excellent candidates for the position will:

1. Hold a Master's degree or higher in career services, counseling, human resources, or related fields. Relevant certifications or credentials will be considered favorably.
2. Have three or more years of experience helping students discern their professional strengths and vocational goals, preferably in a higher education setting.
3. Work effectively and proactively with colleagues in achieving the institution's strategic planning goals, along with the goals of the PDC's strategic plan. The ability to implement effective assessment practices to inform planning and program revisions is critical to the role.
4. Demonstrate strong oral and written communication skills, with an ability to communicate effectively to promote PDC programs and services to prospective and current students, alumni, College stakeholders (e.g., Board of Trustees and Board of Distinguished Visitors), and employers and other external constituents.
5. Proactively collaborate with faculty and the PDC assistant director to design creative programs that help students across the liberal arts curriculum assess their core strengths and develop skills and abilities that enhance their readiness for their "first destination" after graduation. Such programs include, but are not limited to career and internship searches, resume and cover letter review, mock interviews, business etiquette, and networking.
6. Remain current in employment trends, laws, and industry standards through membership in professional associations, participation in conferences and trainings, and leadership in local or regional groups that connect students with employers.
7. Supervise and evaluate PDC staff and student workers along PDC goals and metrics, overseeing staff development.
8. Effectively steward PDC resources, including its budget, the Handshake career platform, and other career-related software.
9. Work with offices across campus to organize and evaluate the annual Professional Networking Symposium.
10. Demonstrate strong collaborative and interpersonal skills that enhance internal and external networks, generating internship and career pipelines for students.
11. Proactively pursue data-driven strategies and opportunities that promote the College's mission and the success of Westminster students and alumni.

Applications will be accepted until an appointment is made. Please email cover letter, curriculum vitae or resume, statement of student support philosophy, and a list of at least three professional references to Dr. Jamie McMinn, Vice President for Academic Affairs, [mcminnjg@westminster.edu](mailto:mcminnjg@westminster.edu). Any offer of employment is subject to receipt by Westminster College of satisfactory references, verification of employment and education, and Commonwealth background clearances.

Westminster College is an Equal Opportunity Employer, enhancing learning through diversity and inclusion. The College is a nationally recognized liberal arts college, known for its collaborative environment, outstanding experiential learning programs, and focus on student success. Related to the Presbyterian Church (U.S.A.), Westminster was founded in 1852 as one of the first colleges in the country to offer the same degrees to all people, regardless of gender, race, or religion. Westminster has been ranked among the nation's top schools for "Top Colleges Doing the Most for the American Dream" (N.Y. Times), "best value for the money" (College Factual), employment success (Educate to Career Index), graduation rate performance (U.S. News), social mobility (Washington Monthly), women in STEM disciplines (Forbes), service-learning (President's Higher Education Community Service Honor Roll), and other categories. Around 1,200 undergraduate and graduate students benefit from close personal attention from dedicated faculty while choosing from 41 majors, 10 pre-professional programs and 80 organizations. Westminster's historic campus is located in New Wilmington, PA, a beautiful rural setting near Pittsburgh and Cleveland.