



Loyola Marymount University, Los Angeles (LMU)

Associate Provost-Career and Professional Development

Background and Opportunity

Loyola Marymount University is a highly-regarded Jesuit institution, located in Los Angeles, that prides itself on educating the whole person and developing leaders who transform the world. Supporting this commitment, LMU's Strategic Plan 2012-2020 <http://academics.LMU.edu/strategicplan/strategicplan2012-2020> includes a number of career-related strategies and action steps.

LMU is seeking an Associate Provost who embraces the goals of the strategic plan, and the challenge of building and re-imagining career services in a culturally sensitive way. Together with strategic partners at LMU, the Associate Provost will define what constitutes post-graduate success for LMU students and build the networks and relationships that will make such success the reality for all students, regardless of their course of study.

The position is new, as is the Career and Professional Development (CPD) Center. Until 2014, the careers and student employment functions were combined; they are now separate entities with complementary but different missions. Concurrent with this change, the CPD Center moved to the academic "core" of LMU, and now reports to the Vice Provost of Enrollment Management.

The new Associate Provost will benefit greatly from the expert knowledge and experience of Andrew Ceperley, who is overseeing the CPD Center in an interim capacity until May 2015.



Position Scope

The Associate Provost is responsible for providing comprehensive career services to about 6,000 undergraduates in the Bellarmine College of Liberal Arts, College of Business Administration, College of Communication and Fine Arts, School of Education, School of Film and Television and the Frank R Seaver College of Science and Engineering.



He or she will also oversee efforts to support a portion of the 3,000+ graduate students, and—in collaboration with Alumni Relations—LMU alumni.

Currently the Associate Provost has five staff reports and the CPD Center has a budget for 8 total staff FTEs. The number of staff, and the operations budget, are expected to grow as a strategic plan for careers is developed and approved. There is strong support from the Provost, the Vice Provost for Enrollment Management, and other senior leaders to enhance student post-graduation prospects, and there is a clear recognition that additional resources may be needed as plans evolve. The Associate Provost will work with deans, administrators, and key stakeholders to develop "reach" goals for career outcomes and other appropriate metrics, contributing to the emerging culture of assessment at LMU.

Salary and Benefits

LMU is committed to a very competitive salary and benefits package to attract the best person for the Associate Provost position. Of particular note is the University's retirement contribution and its time off policies. LMU offers 16 paid holidays and 22 vacation days. Generous assistance with housing may also be available.

About LMU

Location

LMU is situated on a beautiful campus, high on a hill with distant views of the Pacific. It benefits significantly from its location in Los Angeles, a dynamic city that provides an ideal context for study, research, creative work, active engagement, and careers. LMU is within a fifteen-minute drive from LAX airport, Marina del Rey, Santa Monica, and Venice Beach. LMU has made a strategic commitment to greater engagement with the City of Los Angeles.

Students



The 6000 undergraduate and 3400 graduate students come from varied geographic, social, ethnic and religious backgrounds. LMU is a Division I school with 22 varsity sports along with many intramural programs. More than 3,200 students live in 19 residence halls and apartments on campus. There are over 140 active clubs and organizations and a Greek community with 17 local chapters. LMU students volunteer more than 175,000 service hours a year with 350 community organizations.

Faith

Loyola Marymount University offers rigorous undergraduate, graduate, and professional programs to academically ambitious students committed to lives of meaning and purpose. Key tenets of LMU's mission include:

- The encouragement of learning
- The education of the whole person
- The service of faith and the promotion of justice

The University is institutionally committed to Roman Catholicism and takes its fundamental inspiration from the combined heritage of the Jesuits, the Marymount Sisters, and the Sisters of St. Joseph of Orange. This Catholic identity and religious heritage distinguish LMU from other universities and provide touchstones for understanding the threefold mission.



The Association of Jesuit Institutions

LMU is a member of the Association of Jesuit Institutions. Through this network, the Associate Provost will have access to colleagues across the country, with whom to share ideas, challenges and opportunities.

Associate Provost, Career and Professional Development Loyola Marymount University-Los Angeles (LMU)

To Apply:

- go to <http://admin.lmu.edu/hr/>
- click on jobs
- click on job title Associate Provost, Career and Professional Development

More Information:

Contact: Search and Career Strategy Consultant, **Sheila Curran**, at currancareers@gmail.com

Position Purpose

The formation of leaders who transform the world reflects LMU's Jesuit tradition, and is the foundation of LMU's strategic plan. The Associate Provost, Career and Professional Development (CPD) plays a key role in orchestrating the University's efforts to achieve this objective, building partnerships with faculty, alumni, departments and employers, in order to connect students' educational experiences to career-enhancing opportunities. The Associate Provost provides vision, leadership, and strategic oversight to the Center and its staff, offering career services, programs and opportunities, and serving as the spokesperson and advocate for the career needs of LMU students and graduates--both on and off campus.



Leadership

1. Create a compelling vision, mission, and goals for the Career and Professional Development Center that align with LMU institutional priorities.
2. Work with Deans of all the Schools/Colleges to design career pathways that are tailored to the needs of their students, determining the personnel, organizational structure and financial resources required to achieve optimal results.
3. Re-imagine and oversee a comprehensive program of advising, experiential education, and employment services that integrate with educational and co-curricular experiences in each of the Schools/Colleges.
4. Promote the vision and value proposition of the CPD Center to students, LMU's senior leadership, and LMU's Board of Trustees.
5. Oversee the design and implementation of strategies to address the career-related needs of all students, regardless of major, background, or areas of interest; effectively assist students in transitioning from LMU to post-graduate opportunities (work, volunteering, graduate school, fellowships).
6. Leverage on- and off-campus relationships to enhance career advising, connections, internships, and work opportunities.
7. Educate LMU audiences on national trends relating to careers and professional development and the implications for Jesuit-educated liberal arts and pre-professional students.
8. Create opportunities for external funding through the development of career initiatives that achieve quantifiable results.
9. Engage key stakeholders (including faculty, students, alumni, parents and employers) in shaping the direction and initiatives of the Center.

Management

1. Design an optimal staffing model and resource allocation to support the Career and Professional Development Center's mission and goals.
2. Play a key role in the hiring, training, motivation, and evaluation of Career and Professional Development Center staff.
3. Oversee the design and implementation of a strategic employer development and internship plan, traveling as necessary to build important relationships.
4. Determine the appropriate balance between high-tech and high-touch services, supporting technological approaches that align with the way students approach careers in the 21st century.
5. Oversee the development and analysis of metrics that track progress towards Career and Professional Development Center and institutional goals, and make adjustments to programs and staffing in response to data.
6. Promote the use of student paraprofessionals in providing certain career services (e.g., resume and cover letter preparation) and in expanding the reach of the Career and Professional Development Center beyond the Center and outside of regular work hours.
7. Oversee and support efforts to engage faculty, administrators, alumni, parents, and friends in facilitating the career success of students through development of a Career Community; participate in key events on and off campus.
8. Create an environment of continual assessment, creativity, and innovation in meeting Career and Professional Development Center goals.



Key Collaborations and Partnerships

- **Provost**
- **Deans and faculty**
- **Students**
- **Faculty**
- **Alumni**
- **Parents**
- **Enrollment Management**
- **Student Affairs**
- **Alumni Relations**
- **University Relations**
- **Advancement**
- **Information Technology**

Position Requirements

Skills and Knowledge

- 1. Clear understanding of the work world into which students will graduate and criteria for success in making good career decisions and finding post-graduate opportunities**
- 2. Commitment to the principles of Jesuit education and the LMU mission, and to engaging a diverse student population**
- 3. Demonstrated ability to:**
 - a. Establish a vision, mission, and goals, and create strategies and initiatives to achieve objectives*
 - b. Communicate effectively with multiple audiences (including deans, faculty, trustees, employers, and students) in small meetings, large presentations, and in writing*
 - c. Build a differentiated, comprehensive career service model that responds to the unique needs of students in each of the Schools/Colleges*
 - d. Design initiatives, programs, and services that facilitate student entry into careers, fellowships, volunteer programs, and further education*
 - e. Create a robust employer development initiative that meets the needs of both employers and students*
 - f. Harness the use of technology to achieve results*
- 4. Commitment to assessment and to the use of data to make decisions.**
- 5. Demonstrated skills in the following areas:**
 - a. Management*
 - b. Collaboration*
 - c. Strategic and financial planning*
 - d. Creative problem solving*
 - e. Metrics development and analysis*



Experience

- 1. Ten years of leadership/management experience, including change management, in an area relating to careers, human resources, or higher education.**
- 2. Demonstrated experience in achieving goals with and through people who may, or may not, be direct reports.**
- 3. Demonstrated success in building collaborative relationships and networks for mutual benefit.**
- 4. Experience in effectively managing people, finances, and technology in a budget-constrained environment.**
- 5. Experience in building support and financial resources through the creation of results-oriented programs and initiatives.**

Education

Minimum of a Master's degree, or equivalent combination of education and experience.

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The Curran Consulting Group (CCG) has been hired to assist Loyola Marymount University with its search for the Associate Provost, Career and Professional Development. All hiring decisions will be made by LMU. In recommending candidates for LMU to further consider, CCG will give equal consideration to qualified applicants, without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. CCG also complies with all employment laws in the State of California.

While CCG has endeavored to ensure the accuracy of this position profile, we strongly recommend that applicants re-confirm any information on which they are relying with Loyola Marymount University.