

Director, Career Development
Requisition Number: JR03300

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About the Institute of Politics

Created in 2013 by University of Chicago alumnus David Axelrod (AB'76), the mission of the Institute of Politics (IOP) is to ignite in University of Chicago students a passion for politics, public service and civic engagement and to provide a forum for the debate and discussion of public issues. By bringing practitioners from the public arena to campus, and providing extracurricular opportunities in politics, policy, government and journalism, the non-partisan Institute seeks to open pathways for engagement and leadership to students across campus. There are four primary programmatic components of the Institute:

- The IOP's robust Career Development program provides career advising and 200+ paid internship opportunities annually to undergraduate and graduate students, placing them in high-level settings overseas, in Washington, D.C. and at the state and local levels.
- The Fellows Program presents an opportunity for political practitioners, policy makers, journalists, and others engaged in politics, to be in residence at the University of Chicago for an academic quarter, working closely with and mentoring students
- The IOP's Civic Engagement programs provide pathways for students to take an active role in shaping politics and policy in their communities, via three main tracks: 1) Leadership Development Programs; 2) Student-Led Civic Engagement Projects; and 3) Political Exploration Trips.
- The Speaker Series hosts nationally and internationally recognized speakers on a wide variety of issues related to the mission of the IOP, with more than 1,000 speakers coming to campus from across the political spectrum, a testament to the IOP's non-partisan commitment to elevating public conversation around important contemporary issues.

More information on the IOP can be found at www.politics.uchicago.edu.

Job Summary:

The Director of Career Development is a senior member of the IOP's team and is charged with creating and promoting programs, internships and career opportunities across a broad array of political and public service sectors that help University of Chicago students gain exposure to these fields and advance their professional goals. He/she plays a key role in the operation of these and other IOP programs and represents the IOP to a broad range of diverse constituencies on campus and off.

At the heart of these efforts is the IOP's acclaimed student internship program, featuring paid, substantive opportunities for hundreds of undergraduate and graduate students every academic year and summer. The Director of Career Development is charged with leading all such programs, recruiting employer partners domestically and internationally, and managing relationships with these 300+ employer partners. He/she collaborates with various University offices and divisions to ensure such opportunities are advertised to students through University systems and that applications are managed in a clear and transparent manner. He/she also oversees and administers the Charles H. Percy Summer in Washington program, which provides a comprehensive set of panels, programs, speakers, and social events for the 80+ UChicago IOP interns working in Washington, DC every summer.

In addition, the Director of Career Development leads other IOP efforts year-round to expand student career knowledge, career networks and professional skill sets. The Director provides one-on-one career advising to University undergraduate and graduate students, as well as manages a series of career development workshops featuring practitioners from a variety of public service fields. The Director plans and oversees the annual career development trip to Washington, DC, in which students attend site visits and meetings with government officials, policymakers, journalists, and advocates. He/she also manages the IOP's Alumni Engagement initiative.

The Director of Career Development reports to the IOP's Executive Director and manages a Program Coordinator and the Career Development intern. He/she works closely with other IOP program areas on cross-programmatic initiatives and projects. The Director collaborates with a wide array of University departments and divisions, including the University's Office of Career Advancement. In addition, the Director is responsible for planning and managing the entire internship program budget, as well as writing and preparing annual reports for internship program funders.

Responsibilities:

- Lead all aspects of the IOP's career development efforts, including its flagship summer internship program, the IOP summer stipend program, the Urban Policy and Research Program (UPReP), employer relations, career advising, student mentorship and professional development programming
- Establish relationships with a wide range of employer partners and ensure compliance with University and employer policies.
- Create and lead supplemental programs that strengthen students' professional skill sets and networks, including workshops, site visits, and career development international and domestic trips.
- Identify and secure internship opportunities for the Institute of Politics (IOP) summer internship program through targeted research, networking and employer relationship development and management.
- Manage internship postings and applications via UChicago's job boards, through which students apply for internships.

- Work collaboratively with UChicago Urban Labs to design and manage all aspects of the Urban Policy and Research Program (UPReP).
- Coordinate with all relevant campus offices to help ensure internal processes are correct and comply with University policies.
- Supervise the Charles H. Percy Summer in Washington program, overseeing student interns and staff to create a comprehensive set of panels, programs, speakers, and social events for UChicago summer interns in their respective cities.
- Plan, manage and monitor program budget and expenditures.
- Serve as direct supervisor of the Career Development Program Coordinator.
- Oversee the IOP Alumni Engagement Initiative and liaise with alumni co-chairs regarding programming and communications.
- Work closely with the Director of Communications to develop promotional materials and outreach strategies for all student career development programs.
- Organize report-back events with summer interns in the year following their internships.
- Coordinate hiring of all Institute of Politics house interns.
- Work with Executive Director to develop fundraising strategy for internship and career development programs; support efforts to connect with donors, solicit major gifts, and prepare donor and grant reports.
- Manage the database of contact information and other details about the Institute of Politics summer internships; ensure that all data is current, comprehensive, and correct.
- Develop tracking and data systems to ensure employer relationships and the internship program as a whole can operate efficiently and smoothly from one year to the next.
- Perform other duties and special projects as assigned.

Competencies:

- Passion for and knowledge of politics, public service, and civic engagement
- Experience working with students and/or in an education setting, preferably in higher education
- Demonstrated ability to work collaboratively, effectively, and creatively in a team environment with a wide range of constituencies including students, high-profile guests, senior leaders, Board members, colleagues, and leaders across campus and in the broader community
- Ability to work with confidential information, use discretion and demonstrate sensitivity in regard to student/employer/participant issues
- Demonstrated leadership and mentorship abilities
- Superior written, verbal, presentation and interpersonal skills
- Excellent time management skills, with the ability to prioritize and multi-task with deadlines in a fast-paced environment
- Ability to solve problems and make decisions effectively
- Excellent organizational and project management skills, along with a superb eye for detail
- Strong sense of ethics, fairness, and service to others
- Willingness to approach contentious issues from all possible sides, with an eye towards fairness and inclusion

- Strong commitment to diversity
- Willingness and ability to undertake moderate travel and occasionally flexible work hours

Education:

- Bachelor's degree required, Advanced degree preferred

Experience:

- Minimum 5-7 years of experience working in educational, civic engagement or career development capacities
- Experience managing others

Required Documents:

- Resume
- Cover Letter

NOTE: When applying, all required documents MUST be uploaded under the Resume/CV section of the application.