Position: Vocational Assistant in the VOCA Center (Vocational Opportunities and Career Advising)  
Part Time 9 months; 20 hrs/week

Start Date: August 22

Reports To: Director of VOCA

VOCA Mission
The mission of the VOCA Center is to help students and alumni integrate God’s calling with their unique interests, skills and attributes and connect them with opportunities to serve in a changing world. The VOCA Center contributes to the teaching mission of the college by preparing students to enter their chosen vocations directly or through further professional or graduate studies.

Specific Areas of Responsibility:

Administrative

- Serve as the point person for the Center, monitor reception desk, telephone, mail and email.
- Schedule counseling appointments and on-site employer and grad school visits
- Maintain and order office supplies, reconcile monthly credit card statement, and process reimbursement forms.
- Conduct bi-annual statistical report and analyses of VOCA services. Collaborate with staff to use the information to make improvements in service and delivery.
- Organize and maintain student credential files
- Support departmental strategic planning process, special projects and annual events.

Counseling/Guidance

- Gain comprehensive knowledge of the Center’s systems database and technology platform called Handshake. Help students navigate internship/job searches and register for VOCA events via the platform.
- Counsel students and alumni regarding vocational discernment, choice of major, career opportunities, graduate school information and application, resume construction, interview preparation, and job and internship searches.
- Assist students in connecting their vocation with area(s) of academic study, co-curricular activities, and volunteer opportunities.
- Engage in two-way referrals with Counseling Services to assist students in transition, confusion, and crisis.

Qualifications:

- Bachelor’s degree preferred
- Excellent verbal and written communication skills
- Ability to interact with students, faculty, staff and employers in a professional manner
• Experience with Microsoft Word, Excel, Outlook, PowerPoint and office machines.
• Administrative and project management experience

**Application Procedure:**

To apply please submit the following materials via email to: jobs@houghton.edu.

(1) Cover Letter
(2) Resume
(3) 3 References
(4) Answers to the following questions:

Please review Houghton College’s Community Covenant and Doctrinal Statement available here:

http://www.houghton.edu/community-covenant/
http://www.houghton.edu/spiritual-life/doctrinal-statement/

1. Please provide a brief description of your faith journey, including the nature of your current participation in a local church or fellowship.
2. What motivates you to seek employment with an institution that strives to work together in the manner described in the community covenant?
3. Do you have any questions or concerns regarding either the doctrinal statement or community covenant?