**Assistant Director of Career Readiness**

The Office of Career Services at The University of Tampa has a position available for Assistant Director of Career Readiness. This position will provide leadership and support to oversee and implement career coaching and professional development programming for undergraduates and undergraduate alumni students.  This position reports to the Senior Assistant Director of Career Exploration. As a member of the Office of Student Affairs, this position will uphold the values of diversity and inclusion, collaboration, personal responsibility, professionalism and community and citizenship. The work of this position will intentionally align with strategic priorities including the elevation and expansion of experiential education programs to advance the mission and vision of student affairs which results in student learning and support for students to grow as global citizens.

**Responsibilities**   
1.    Oversee and implement Career Readiness Program for the College of Arts and Letters in collaboration with the Dean of the College of Arts and Letters.  
2.    Implement Career Readiness Program with other Colleges at UT.  
3.    Conduct individual career coaching appointments for upper level undergraduate students, and undergraduate alumni regarding individual job-search strategies, career development topics, career management concerns, career choice/career change to facilitate career success.   
4.    Design and implement programming and events based upon current workforce trends to serve both undergraduate and undergraduate alumni in the support of post-graduate success.    
5.    Identify long-term programs and strategies to positively impact retention and enrollment efforts with all student populations.  
6.    Collaborate with Career Services staff on departmental programs and initiatives, providing support in areas including walk-in appointments, delivering workshops and serving in an academic college liaison role.  
7.    Continue and expand employer-integrated programming with employer partners, in collaboration with the Manager of Employer Development.  
8.    Develop and maintain Faculty and key university partnerships to best serve students and increase program effectiveness and outreach.  
9.    Create student engagement plan to increase participation in professional programming such as workshops, Etiquette Dinner, and CAR 401 and newly designed initiatives.  
10.    Conduct classroom and student organization presentations to promote programming and skill development for life after UT.  
11.    Develop marketing strategy, including social media and technology platforms, to promote programs to employers, students, alumni, faculty and staff.  
12.    Regularly benchmark best practices and advocate for services on behalf of populations.

**Requirements**  
1.    Master's degree in Counseling, Student Personnel, Higher Ed. or related area.  
2.    Two (2) years related experience as a professional career counselor/coach in an academic setting required.  
3.    Proven knowledge of career development theories, career counseling skills and experience in utilizing and interpreting MBTI, Strong Interest Inventory, and StrengthsFinder   
4.    High level of customer service; collaboration, exceptional work ethic; attention to detail; organizational, problem-solving, and follow-through ability.   
5.    Excellent oral and written communication skills; ability to speak effectively before groups  
6.    Strong skills related to critiquing resume, interviewing, and job search and solid project management skills.  
7.    Demonstrated experience with career management technology (Handshake, CSO); online career resource tools, BlackBoard, and social media applications.   
8.    Ability to maintain discretion and confidentiality.   
9.    Proficient with Microsoft Office products and familiarity with online resume and job listing systems; Strong skills in Excel and database management experience.  
10.    Ability to work evenings/weekends as required.

**For further details and to apply on-line, please visit our website:** [**www.ut.edu/jobs**](http://www.ut.edu/jobs)

Applicants should be prepared to attach a cover letter and resume.

The University of Tampa is an Affirmative Action/Equal Opportunity Employer.