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**Position Title**: Disability, Diversity and Veterans Initiative Coordinator

**Reports to**: Associate Director for Career Exploration

**Classification**: Exempt

**Grade:** 40

The Division of Student Life at the University of Tennessee, Knoxville invites applications and nominations for the position of Career Consultant in the Center for Career Development. This is an exempt, 12 month, full-time, non-tenure track staff position.

**The University:** The University of Tennessee, Knoxville, is the state’s flagship research institution, a campus of choice for outstanding undergraduates, and a premier graduate institution. Enrolling 27,000 students, the campus is located in the foothills of the Great Smoky Mountains and beautiful East Tennessee. As a land-grant university, it is committed to excellence in learning, scholarship, and engagement. In all its activities, the university aims to advance the frontiers of human knowledge and enrich and elevate society. The university values intellectual curiosity, pursuit of knowledge, and academic freedom and integrity. One institutional focus is on Experience Learning with the Center for Career Development serving as an important component.

**The Division:** The Division of Student Life is comprised of over 400 staff who serve our students through 20 departments and functions. Staff are actively engaged in the lives of our students, living and learning with them in our residence halls, student union, and other campus environments. The Division seeks candidates willing to engage, challenge, and support our students through intentional programs and services. In addition, we seek colleagues that are committed to teamwork and have a palpable passion for working with and serving all students.

**The Department:** The centralized, comprehensive career center serves undergraduate and graduate students and recent alumni from nine academic colleges across campus and assists with all career matters from creating career goals to implementing them. With the new office location in Phase I of the Student Union and as recipient of a significant private donation, the Center for Career Development is well positioned to increase its impact on the career and professional development of our students. Staff is comprised of 20 professional and administrative positions, 4 graduate assistants, 10 peer career advisors and several student assistants.

**Position Summar**y: Reporting to the Associate Director for Career Exploration and Campus Engagement, the Coordinator manages departmental outreach to diverse student organizations and serves as a liaison to campus units related to diversity. The position provides career programming that crosses diversity including ethnicity, gender, age, national origin, disability, sexual orientation, religion, and veteran status.

**Position Responsibilities**:

1. Build relationships and collaborate with staff from departments such as the Office of Multicultural Student Life, Educational Advancement Program, Veteran Student Services, Pride Center and relevant student organizations to encourage participation in services and programs offered by the Center for Career Development.
2. Work with employers that express an interest in recruiting diverse students. Manage participation in diversity-related programming such as networking events.
3. Develop workshops to address students’ needs and interests related to various aspects of employment.
4. Chair the CARE for Diversity Committee and help execute an annual diversity event meant to connect students and employers.
5. Provide direct services to students and alumni with disabilities related to career development and employment preparation, including major exploration, resume and cover letter creation, job search strategies, interview preparation and awareness of resources available through the Center for Career Development. Counsel students/alumni on disability related topics, such as self-advocacy skill development, requesting reasonable accommodations in the workplace, and the disability disclosure process.
6. Prepare students to participate in internship and employment programs specifically designed for students with disabilities, such as Disability Mentoring Day and Workforce Recruitment Programs.
7. Serve as a resource for student veterans. Create services and programming related to veterans to increase usage of the center and engagement in the career development process.
8. In partnership with the employer development team, build a shadowing program for students from diverse backgrounds.
9. Serve as a consultant to the Career Development staff and the Division of Student Life on issues pertaining to diversity and inclusion in the workplace.
10. Help maintain center web pages concerning diversity through research and updates.
11. Utilize Handshake and GradesFirst to maintain counseling case notes and career planning statistics.
12. Assist Career Development in department-sponsored events such as job fairs, speakers, workshops, FYS 101, admissions events, etc.

**Required Qualifications:**

Education

Master's degree in college student personnel, higher education administration, counseling or other area.

Experience

Minimum of one academic year experience working with college students, preferably in a setting related to career development, academic advising or student success or one academic year experience working with other clients on job search related skills and topics.

Knowledge, Skills, & Abilities

* Strong interpersonal skills, including oral, written, and listening communication capabilities
* Demonstrated ability to plan, organize and coordinate events and programs
* Computer proficiency

**Preferred Qualifications:**

* Knowledge of job search strategies and career development theories, best practices and resources
* Familiarity with online career database systems such as Grad Leaders, Handshake, Symplicity and other current and emerging technologies within the career development field.
* Demonstrated ability to build relationships across multiple populations, internal and external to the university.

**Salary:** The salary for this position is in the low to mid $40,000’s depending upon experience and is accompanied by a standard university benefits package.

**Application Process:** A review of all applications begins on July 5th and continues until position is filled. For full consideration, applicants must apply electronically through Taleo system including submission of a resume, cover letter, and the names, addresses and phone numbers of three references to <https://ut.taleo.net/careersection/ut_system/jobdetail.ftl?job=18000000US&tz=GMT-04%3A00>

Questions and materials can be directed towards the search chair, Bonnie Johnson, [bjohns91@utk.edu](mailto:bjohns91@utk.edu)

*All qualified applicants will receive equal consideration for employment and admissions 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.*

*Eligibility and other terms and conditions of employment benefits at The University of Tennessee are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations.*

*In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University.*

*Inquiries and charges of violation of Title VI (race, color, and national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone (865) 974-2498. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.*