



JOB DESCRIPTION

Title: Assistant Director, Career Services

Working Title: Assistant Director, Business
Consultant

Family: Student Services

Function: Career Services

FLSA: Exempt (Paid Monthly)

The Assistant Director will provide career-related services and events specifically for University of Miami School of Business students and alumni which support the mission of the Toppel Career Center. Assist the Associate Director and/or Director by performing specific duties in identified areas. Work independently toward carrying out departmental objectives utilizing the knowledge and application of departmental and University policies and procedures. Expect to evaluate current procedures and practices. May direct and coordinate the activities of other employees usually performing exempt and nonexempt tasks

- **Employer Development:** Build partnerships between the university and external communities (business, the public sector, and not-for-profit entities) emphasizing aggressive development and marketing to expand internship and full-time employment opportunities specifically for business majors.
- **Student Advising/Consultation:** Provide business students and alumni individual assistance in defining career options, developing employment skills, and job-search procedures.
- **Employment Training Workshops:** Develop, coordinate, and facilitate training and skill development workshops to include resume preparation, job-search strategies, and career information technology including the internet, interview skills, and experiential learning preparation.
- **Resource Development:** Coordinate resources in support of programming and independent student accessibility including internet, electronic media, employer directories, employment vacancy bulletins, etc.
- **Faculty Development (School of Business):** Coordinate college specific outreach, programming and customized seminars, workshops, and programs based on student needs assessment and faculty requests. Work with and advise faculty and college administrators on methods to enhance the quality of experiential learning/career development and to expand departmental participation.
- **Placement Data Collection/Dissemination:** Collect and report placement data for internship and full-time opportunities, specifically for business students (using email, surveys, phone, etc.) Collaborate with other staff who has oversight responsibility for data collection, in addition to School of Business staff.
- **Assist in the development and maintenance of an effective employer relationship program;** participate in the development efforts with regional and national companies through site visits (travel), mail campaigns, and marketing; update and revise recruiter-focused materials annually.

- Represent the University of Miami at various corporate functions to gain exposure in the Miami community.
- Assist in the development and coordination of all University of Miami career fairs, and affiliated programs.

General Responsibilities

- Serve as primary liaison to School of Business
- Maintain individual advising appointments on a weekly basis.
- Participate in weekly meetings with Employer Relations team members to facilitate complete communication and coordination.
- Plan, implement and evaluate innovative programming as market trends change
- Perform other duties as assigned.

Requirements: Bachelor's degree in business, Master's Degree preferred, and a minimum of 4 years of appropriate experience. Project management expertise; strong detail orientation; excellent information system and data base management skills; ability to work in a fast-paced environment; excellent oral, written, and telephone communication skills; ability to work with all constituencies. Review of resumes will continue until a successful candidate has been identified.