

Duke Nicholas School of the Environment seeking Associate Director, Career & Professional Development Center.

The Associate Director of Counseling, Programs and Training positions has been posted to [Duke HR](#). Requisition # 400939979

Desired Qualification Experience or substantive knowledge business sustainability, energy or water resources careers; and associated employers.

Associate Director reports to CPDC Assistant Dean and works to ensure that Duke professional and graduate students are prepared at the highest level possible for successful careers, and alumni for career transitions. The Associate Director tailors individual counseling and conducts a comprehensive suite of career training programs. The incumbent supervises and is accountable for the professional development and performance evaluation of one counseling staff member and shares managerial oversight for career center's graduate program assistants.

Associate Director has responsibility for programmatic initiatives and budget, career counseling, employer and faculty relationship building, and marketing. Associate Director is accountable for data analytics, management, and administration including collection of statistical reports on key employment trends for graduates. Prepare special reports and analyses, setting appropriate recommendations or conclusions concerning impact or improvement of CPDC activities.

Minimum Qualifications

Master's degree; 5 years of directly related experience and proven success and minimum 2 years staff management/supervision.

W/o Master's has 2 yrs staff supervision; 8 yrs experience such as senior level career center professional, counseling, training and programming experience, or is an environmental professional.

Must be able to work evening and weekend hours during academic year and travel 5-6 weeks per year in US for business employer engagement.

Able to begin July 1, 2015

Deadline: May 8, 2015; rolling review of applications to deadline.

Required application materials: Cover Letter; Resume (max 2 pages)

Complete description available on Duke HR. Requisition # 400939979

All candidates must apply thru Duke HR by uploading your application materials;

PLUS send copy of cover letter and resume to envjobs@env.duke.edu

With subject line - Associate Director candidate