

ASSISTANT DIRECTOR, CAREER EXPLORATION

The Office of Career Services

Job Description

The university seeks to develop a state-of-the-art career exploration and development program to support students who are undecided majors or seeking to identify career choices through active exploration, experiential education and career research. The Assistant Director, Career Exploration will lead this program and collaborate with faculty and University stakeholders to provide leadership in related areas such as career exploration, first and second year student programming, retention initiatives.

Responsibilities:

- Provide career counseling, coaching, and advising as needed for all undergraduate students with career/major exploration questions via both individual and group services to facilitate career success.
- Collaborate with Academic Success Center to promote partnership and improve services for students seeking to identify majors and explore career options.
- Plan and develop career and major related programs and workshops for first and second year students in collaboration with student groups and faculty.
- Continue and expand employer-integrated programming with employer partners through a variety of mechanisms including corporate tours, mentoring programs, shadowing and on-campus programming.
- Identify long-term programs and strategies to positively impact retention and enrollment efforts with all student populations.
- 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.
- Create learning outcomes assessments and program evaluation for career exploration services and programs.
- Conduct classroom and student organization presentations to promote programming and skill development for world-of-work.
- Develop marketing strategy, including social media and technology platforms, to promote programs to employers, students, faculty and staff.
- Serve as the Career Services representative on variety of committees including the First Year Committee, Retention committee, and the Registration Task Force.
- Teach CAR 201 – Career Decision Making for second semester freshmen and sophomores.
- Assist with career fairs, admissions open houses, and all other Career Services events.
- Update and monitor the Career Services website and monitor internet resources.
- Regularly benchmark best practices and advocate for services on behalf of populations.

Requirements

- 1) Master's degree in counseling, student personnel, higher education, or related field.
- 2) Two or more years of related experience in academic/career counseling.
- 3) Experience in developing and presenting job search/career exploration content.
- 4) Proven knowledge of career development theories, career counseling skills and experience in utilizing and interpreting career assessments including the MBTI, Strong Interest Inventory, StrengthsFinder and Focus2.
- 5) High level of customer service; exceptional work ethic; attention to detail; organizational, problem-solving, and follow-through ability. Ability to maintain discretion and confidentiality.
- 6) Proficiency with MS Office; Familiarity with career management technology (CSO); also familiar with Ektron (web updating), BlackBoard, and SpartanWeb.
- 7) Excellent oral and written communication skills; ability to speak effectively before groups.
- 8) Available to work evenings/weekends as required.

**FOR A FULL DESCRIPTION OF THE POSITION DUTIES/REQUIREMENTS, and TO APPLY
PLEASE CLICK HERE: <https://jobs.ut.edu/>**