



Assistant Director for the Mock Interview Program - Career Advisor for CLAS

Primary Purpose of Department

The University Career Center is committed to providing comprehensive, innovative services and resources for diverse populations of students, alumni, and employers that prepare UNC Charlotte graduates for the competitive global market. Through a focus on early, continuous career and professional preparation, we bridge academic knowledge and professional development. We seek campus and employer partnerships to connect students with meaningful, real-world experiences, leading to success for both UNC Charlotte alumni and the greater Charlotte community.

Primary Purpose of Position

This position advises students in the undergraduate and graduate programs, and select alumni to maximize their career potential and readiness; creates, manages, and implements programs and mentoring opportunities for these populations; works closely with the Leadership Team on all planning and future initiatives. This position also manages campus Mock Interview Program that includes events, online training, and university wide campus initiatives around interview preparation.

Summary of Position Responsibilities

1. Career Counseling and Coaching

- Advising of Students in the Major(s) – advise students and recent alumni within the major(s) about career exploration including site visits and job shadowing, selfassessment, career planning, internships and other experiential learning opportunities, resume writing, preparation for interviews including mock interviews, employment in related fields; includes one-on-one and group advising; includes drop-ins and full appointments.
- Liaison to the College of Liberal Arts and Sciences (supports main liaison) – work with college dean and/or associate dean, or designees, to coordinate and develop collaborative programming (e.g., alumni panels, employer panels), and additional professional development programming; work with college’s academic advising office to provide a smooth transition for students between academic and career advising.
- Administers and interprets career instruments including Strong Interest Inventory, the Myers Briggs Type Indicator, and others, as well as become trained in other areas of career assessment.
- Makes independent decisions regarding service and student issues.

2. Programs and Event Management

- Develops and implements career development plan to select Schools/Colleges liaised; including the development of specialized programming as relevant to students needs and maintaining communication with faculty and staff.
- Develops effective educational programs and tools for career searches and deploys in 1:1, small and large group settings.
- Delivers programming for campus wide events, specialized programming to select groups of students, and core workshops.

- Assists in the manning of campus career fairs and other campus wide events each year.

3. *Specialized Projects/ Responsibilities*

- *Mock Interview Program*: develops, implements, and manages campus wide initiatives relating to the interview preparation of students; to include new programming, services, resources, and the growth of existing resources.
- *Employer Relations*: partnering with the college, develop relations with key employers related to the field(s), coordinating with college efforts; includes meeting with new employers, conducting staff on-site visits with employers; focus on internships, co-ops, and/or full-time opportunities.
- Main liaison to Transfer Student Initiatives and Veteran Student Services.
- Provides content expertise for any career development and management materials, handouts, and other self-help guides for students.
- Assists in the development of outcomes to participation in programs and education for students.
- Researches and stays informed on hiring practices, employment trends and other labor related issues. Assists in the collection of relevant data to support office trending analysis, reports and other metrics uses.
- Participates in University events including orientations, open house and other functions to promote and represent the Career Services Center.
- Assists the career team with other projects assigned

Contact:

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University Career Center
University of North Carolina at Charlotte

Online App. Form:

<https://jobs.uncc.edu>