

Advising & Career Guide/Senior Assistant Director for Honors Carolina

Honors Carolina and University Career Services

University of North Carolina at Chapel Hill

Honors Carolina and University Career Services at the University of North Carolina at Chapel Hill invite applications for the position of Advising & Career Guide/Senior Assistant Director for Honors Carolina:

The University

The University of North Carolina at Chapel Hill, the nation's first public university, serves North Carolina, the United States and the world through teaching, research and public service. We embrace an unwavering commitment to excellence as one of the world's great research universities. Carolina prides itself on a strong, diverse student body, great academic opportunities, and a commitment to service.

Honors Carolina

Honors Carolina is a four-year academic program geared toward the top 10% of undergraduates at UNC, and is comprised of a remarkable collection of courses, study abroad programs, special events and other learning opportunities. It is the University's way of investing in truly exceptional undergraduate students by providing academic and non-academic challenges and opportunities, both inside and outside the classroom.

Approximately 1600 students are currently members of Honors Carolina. These students enjoy priority enrollment in more than 160 honors courses each year. These are small classes, taught by award-winning professors who encourage classroom discussion and hands-on research. Outside of the classroom, members of Honors Carolina attend a diverse roster of co-curricular programs designed to help students explore their interests; prepare for life after graduation; and connect with students, faculty, alumni, and leaders around the globe.

With Chapel Hill as a launching pad, Honors Carolina students pursue opportunities to live and study in some of the world's greatest cities. The Office of Burch Programs and Honors Study Abroad coordinates with the UNC Study Abroad Office to offer innovative undergraduate programs in the U.S. and overseas. Faculty-led, semester-long programs allow undergraduates the chance to explore the world and conduct on-site research and internships in locations such as London, Rome, Cape Town, Washington, D.C., Vietnam, Rwanda, and Brazil. The Burch Fellows Program awards fellowships to UNC undergraduates to pursue an interest or passion somewhere in the world.

University Career Services

UCS staff assists students when selecting a major and career direction, planning for their career goals, learning effective job search skills and strategies, and finding part-time jobs, internships and employment. Staff work with employers and potential employers of UNC students, and also provide assistance to graduate students to find part-time jobs, internships and employment. UCS programs include helping students learn about career fields, establishing linkages between students and employers, and offering reference file services to students applying to graduate and professional school and other selected fields of employment.

UCS features a staff of 16 FTE EPA and 5 FTE SPA staff, over 20 undergraduate Career Peers, over 20 Graduate Student Advisors and approximately 5 student employees. The operating budget is \$1.4 million, including a combination of state funds, student fees, and career day revenue. UCS is located

in the Wendy P. and Dean E. Painter, Jr. Career Center on the 2nd and 4th floors of Hanes Hall. The facilities include counselor offices, interview rooms, and two multipurpose, high-tech presentation / workshops rooms.

Commitment to Diversity

The University of North Carolina at Chapel Hill is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to age, color, disability, gender, gender expression, gender identity, genetic information, race, national origin, religion, sex, sexual orientation, or status as a protected veteran. For a complete list of the University's core diversity values visit <https://diversity.unc.edu/our-commitment/div-values/>.

Position Description

This position is a collaboration between Honors Carolina and University Career Services. The Advising and Career Guide (Honors Carolina) Senior Assistant Director (University Career Services) will provide leadership and strategic direction for designing, developing, and managing innovative programs that foster Honors Carolina students' academic and career exploration, self-assessment, and career post-graduate study preparation. Responsibilities also include developing and administering program and student learning outcomes assessment measures to determine and evaluate program success. The Advising and Career Guide/Senior Assistant Director will counsel students through their path of self-discovery, preparing them to seek out meaningful academic and professional development experiences and connecting what they know, to what they aspire to do in the world. The Advising and Career Guide/Senior Assistant Director will develop and foster on-going relationships with internal and external stakeholders introducing students to academic and career exploration and development resources, job shadowing experiences, internship and job opportunities. This will include developing and coordinating in-person and virtual opportunities for students linking them with Honors Carolina alumni and friends. Additionally, the Advising and Career Guide/Senior Assistant Director will facilitate ongoing career skill advising and coaching in the areas of resume development, cover letter personal statement writing, interviewing, networking, job search methods, and post-graduate study preparation. Some evening and weekend work is required. The Advising and Career Guide/Senior Assistant Director for Honors Carolina maintains dual reporting relationships with the Associate Dean for Honors Carolina and the Associate Director for Network Partnerships in University Career Services.

% Effort Principle Functions and Duties

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| 50% | Primary Liaison between University Career Services and Honors Carolina. Conduct counseling/coaching office hours and drop-in hours for undergraduates in the Honors Carolina program (20 hours per week in Graham Memorial) and for all students served by UCS (20 hours per week in Hanes Hall). Attend regularly scheduled meetings and participate in strategic planning meetings as scheduled for both areas. Provide outreach to Honors Carolina stakeholders. Update staff and supervisors regarding planning and initiatives in Honors Carolina and UCS. |
| 20% | Stakeholder Outreach and Relationship Development. Identify stakeholders (alumni, employers, donors) in career fields and geographic locations that are attractive to Honors Carolina students. Develop and implement strategies fostering |

and maintaining working relationships with these stakeholders. Participate in professional development activities that connect Honors Carolina students to key local, state, regional, national and international stakeholders.

- 20% **Programming.** Participate with general duties associated with both UCS and Honors Carolina. Plan and organize a variety of career-related programs including panels, workshops, networking events, On-Campus Recruiting and career fairs.
- 5% **Communication.** Produce written communication including policies, procedures, and correspondence. Maintain strong verbal communication including workshop presentations that incorporate interactive exercises to accommodate a variety of learning styles. Design and initiate relevant social media marketing strategies and campaigns.
- 5% **Special Projects.** Serve as an advisor to students interested in learning more about pursuing graduate and professional degrees in collaboration with the UCS Pre-Professional Advising Coordinators.

Educational Requirements

Minimum qualifications include a Master's Degree in student personnel/higher education, education, counseling, or related field with experience in human resources, career counseling or an area related to the specific strategic partner.

Qualifications:

- Minimum of three (3) years of experience in a variety of settings including higher education, corporate, entrepreneurial, and/or other successful leadership and industry-related experience (e.g. career services, external affairs, business development).
- Knowledge of student development, career development, internship programs, legal and ethical issues in the field, and job market trends across a variety of occupations is important.

- Experience in delivering exceptional educational programming throughout the entire planning and assessment cycle (research, planning, budgeting, marketing, evaluation and assessment).
- Demonstrated ability to work cooperatively with key stakeholders and constituent groups and foster the spirit of engagement.
- Employer relations/development experience.
- Ability to balance multiple reporting lines and function effectively in dual office environments.
- Unwavering commitment to the highest ethical standards and professional integrity.
- Exceptional communication, negotiation, and interpersonal skills in a collaborative, multi-disciplinary environment.
- Understanding of and commitment to diversity issues in the delivery of programs and services.
- Ability to utilize technology in the delivery of student programs.
- Possess demonstrated skills in writing, speaking, giving presentations, managing projects, coordinating events, and leadership.
- Ability to use all products in the Microsoft Office Suite including Word, Excel, and PowerPoint.
- Experience using electronic career resources including career services management software, and the ability to deliver virtual/recorded programs is preferred.
- Qualification to administer and interpret self-assessments (Strong Interest Inventory, MBTI, and StrengthsQuest) preferred.

Salary

Commensurate with education and experience, the salary range is \$45,200 - \$60,000.

Application

Application materials must be submitted online and include cover letter, resume, and references. The application and additional information including closing date is available at <http://unc.peopleadmin.com/postings/84608>. Anticipated starting date is November 1, 2015.

Additional Information

For additional information about this position, please contact Shandol Hoover, Associate Director for Student Development and Special Projects, Honors Carolina at schoover@email.unc.edu. Additional information can be also obtained at the University Career Services website at <http://careers.unc.edu> and the Honors Carolina website at <http://honorscarolina.unc.edu/>.

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