

The Assistant Director of Career Services serves as a member of a team of professionals responsible for providing services related to all aspects of career planning for the students and alumni of UNC Pembroke. This position reports to the Director of Career Services.

1. Provide individual/group counseling to students and alumni having career planning concerns.
2. Teach a wide range of career planning topics in classes, group and individual counseling sessions, seminars/workshops, and clubs/organizations.
3. Interpret career assessments including DISCOVER, COPS, etc.
4. Create marketing strategies that will encourage students to use services and develop new programs based on need.
5. Master, promote, and teach students how to use Career Services web-based programs for resume, references/portfolio, and referral services.
6. Share responsibility with Director for employer outreach and develop an alumni network to expand on-campus recruiting, internship and job postings, and referrals.
7. Research, evaluate, maintain, and purchase career library resources for special populations, all career planning topics, and modern career planning needs.
8. Research technological trends; propose and implement technological advances.
9. Assist in planning annual events such as career fairs, graduate school days, senior orientation, etc.
10. Participate and/or present at various campus events in order to promote career planning or services available.
11. Help manage surveys, including graduating class surveys and program assessment. Assist with survey design, implementation, computation, and analysis.
12. Participate in annual assessment of programs, services, goal setting, and expansion budget requests.
13. Serve on University committees as assigned.
14. Participate in professional organizations for continued professional development and networking experiences.
15. Accomplish other duties as assigned by the Director of Career Services and Vice Chancellor for Student Affairs.

Minimum Training and Experience Requirements: Masters Degree from an appropriately accredited institution in Counseling or Higher Education Administration and familiarity with career theory and development. Demonstrated experience working with employers and effective organization and human relations skills. Proficiency with a variety of technology and experience with Career Management Systems products. Ability to work well in a diverse environment. Familiarity with hiring trends, work settings, undergraduate and graduate life and career counseling. The ideal candidate will have a comprehensive understanding or experience with work both inside and outside of higher education and work with donors, alumni and other institutional affiliates.

Management Preferences: Prior experience working in higher education, prior experience with student recruitment/employment; extensive social media experience.

Special Instructions to Applicants:

This position is subject to the successful completion of an employment background check. An employment background check includes a criminal background check, employment verification, reference checks, license verification (if applicable) and credit history check (if applicable).

If hired, the candidate will be required to submit proof of eligibility to work in the United States. New employees are paid only by direct deposit to the financial institution of their choice. Candidates claiming Veterans Preference must attach a copy of their DD-214 as a part of the online application process.

Per the requirements of the Clery Act of 1998, the Campus Security Report can be found at:
<http://www.uncp.edu/police/report/>

UNC Pembroke is an Equal Opportunity Employer. The University prohibits discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibits discrimination against all individuals based on their age, race, color, genetic information, religion, sex, sexual orientation, gender identity or national origin.

Apply Here: <http://www.Click2Apply.net/2z5q287f6k>