

Virginia Tech Career Services is seeking an Assistant Director to serve in a full-time professional faculty position. The Assistant Director will serve on one of the Program Area teams in the Student Development unit and will:

- Provide individual and group career advising and coaching services for students exploring careers utilizing various assessment tools including the Self-Directed Search, Compass, MBTI (Do What You Are), My Plan and StrengthsQuest, as well as advising on experiential education and engagement and post-graduation planning.
- Develop and deliver presentations on career and professional development topics
- Engage with faculty, staff and employer partners
- Provide career programming and services to support targeted student groups such as Students with Disabilities, Student Athletes, International Students, etc.
- Serve in a liaison role between Career Services and an academic college, a department providing student support, and / or with one or more student groups.
- Coordinate special projects, events, programs and/or services in support of the Student Development Unit and the department

REQUIRED QUALIFICATIONS

Master's degree in Student Affairs, Higher Education, Counseling or related field. Experience advising, coaching, or working one-on-one with students or clients with regard to career counseling and assessment; experience using assessment instruments; and experience critiquing resumes, job search correspondence, graduate school essays and mock interviews. Excellent presentation skills with experience delivering presentations to both small and large groups.

To be successful in this fast-paced, student-focused work environment, candidates should be energetic, organized, and capable of handling details effectively. They should also possess strong interpersonal and communication skills with commitment to working in a team environment. Candidates must have demonstrated the ability to effectively manage multiple priorities, programs and projects; develop positive relationships; and collaborate with students, faculty, staff and employers.

PREFERRED QUALIFICATIONS

- Significant experience providing career advising/coaching within a college/university setting
- Experience with project management and familiarity with budgeting
- Demonstrated experience in collaborating with faculty and employers to achieve goals

Anticipated hiring range: \$43,000-\$49,000 depending on qualifications

Review of applications will begin on July 8, 2015. For full consideration, candidates are encouraged to apply by the review date.

Interested applicants can find out more about Virginia Tech Career Services at www.career.vt.edu. To view the full position description visit <http://www.jobs.vt.edu/> and look for job posting **#AP0150202**. Complete on-line application and include resume, cover letter and a list of three references.