



CAREER CENTER

The University of Alabama at Birmingham

JOB DESCRIPTION

JOB TITLE: Associate Director, Career Education and Readiness
REPORTS TO: Director, UAB Career Center

GENERAL SUMMARY

The Associate Director of Career Education and Readiness is responsible for providing direction, leadership, and innovative concepts in the UAB Career Center in the Division of Student Affairs at the University of Alabama at Birmingham. The Associate Director, through both initiative and collaboration, is responsible for the career education, professional development and the innovation element of the department.

In collaboration with the Director, the Associate Director will develop and execute innovative career and professional development programs. This position is responsible for creating, monitoring, and evaluating programming in the UAB Career Center.

Responsibilities:

Leadership – 40%

- Supervise three assistant directors and also serves as one of four career coaches that meet regularly with a designated subset of students.
- Monitor student use of resources and track appointments and review with staff on an appropriate basis to make necessary adjustments.
- Conduct benchmark studies to ensure the UAB Career Center is providing innovative, exemplary resources, services, and programs to students and alumni.
- Mentor staff on assessment interpretation and NACE/NCDA best practices.
- Manage related vendor relationships and assessment inventory.

Career Courses and Workshops –30%

- Coordinate, oversee and support two University (UNIV) career courses.
- Collaborate with Academic Advising Centers to promote and increase enrollment.
- Identify strategies to increase the number of career courses offered.
- Serve as a career course instructor when appropriate.
- Serve as the UAB Career Center leader for career course initiatives.
- Assess workshop effectiveness, facilitate debriefing and capturing of best practices/learning for continuous improvement.
- Plans student assessment and reflection workshops/programs based on market trends and data.
- Meet regularly with team to discuss implementing new services/programs, assess current offerings, explore any training required and brainstorm ideas for new initiatives in career education.

Individual and Group Career Counseling –25%

- Ensure that all sessions with students are focused on the individualized interpretation of assessments, exploration of career paths, addressing potential barriers to success, decision-making, connecting to internship, graduate school, and career opportunities, and preparing for the transition from college to next steps.
- Utilize assessments including Focus 2 Career, TypeFocus, DISC, Myers Briggs Type Indicator, Strong Interest Inventory, StrengthsFinder, and various other tools that explore students' values, interests, personality, skills, and leadership styles.
- Provide strategic planning and team training for career coaching and education.



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Faculty and University Relations – 5%

- Develop and maintain relationships with a variety of constituents including students, staff and faculty, campus career development teams, and university student support services (like the Student Counseling Services, Student Health & Wellness Center, and Student Involvement & Leadership)

Minimum Requirements:

- Experience that applicants should demonstrate includes at least three years' career coaching and/or advising, preferably in higher education, and supervisory experience.
- The preferred candidates will have a graduate degree in either Counseling, Student Personnel, Higher Education, Education, Social Work, Human Resources or a closely related field.

EEO Statement

UAB is an Equal Opportunity/Affirmative Action Employer committed to fostering a diverse, equitable and family-friendly environment in which all faculty and staff can excel and achieve work/life balance irrespective of, race, national origin, age, genetic or family medical history, gender, faith, gender identity and expression as well as sexual orientation. UAB also encourages applications from individuals with disabilities and veterans.

Pre-employment Background Check

A pre-employment background check investigation is performed on candidates selected for employment.

About University of Alabama at Birmingham

To learn more about the University of Alabama at Birmingham click [here](#).

To apply click [HERE](#).