

Associate Director for Career Education

Reporting to the Director of the University Career Center (UCC), the AD for Career Education will serve in a critical and highly-visible role, working with constituents across campus to maintain a “one-university” brand when partnering with organizations seeking to connect with UNC Charlotte’s candidate pool. The AD has primary responsibility for maintaining student educational initiatives and services that promote career competency development and branding towards career opportunity. Reporting directly to the AD is a team of full time employees, graduate assistants, interns, and practicum students that cover individual, group, and programmatic services for students and alumni.

The AD will join the UCC at a time of positive momentum and opportunity as the center has embarked on a process of transformation over the past few years towards a new collaborative and integrative model of working with employers, faculty, staff, and students towards a “career experience” that produces ready, career-savvy individuals. Over the past few years, a new organizational structure has been implemented and new resources provided by the university with the intent of doubling the square footage of the physical space to modernize and reimagine how a career center is utilized on campus. Processes, policies, and procedures have been updated to promote a smarter workforce, streamlined services for employer partners, and to reimagine how the connections between students and employers happen at a large urban, research intensive university.

The Ideal Candidate

A committed and experienced professional who has thrived in complex, fast-paced environments where innovation, initiative, and production are highly valued. S/he will be experienced in career services, higher education, or organizational development side of business and/or bring a deep familiarity with trends and challenges in recruitment, development, or client management. The AD should show experience and competency around successful collaboration, leadership, consensus-building, and the ability to sustain relationships. Additionally, the candidate should be comfortable utilizing technology in the field, building and delivering presentations, and have well-developed interpersonal marketing and communication competencies.

- Master’s degree in student development, counseling, college student personnel, human resources, organizational development, or closely related field
- Minimum 5 years of post-graduate experience in a career services, recruiting, or higher education administrative environment.
- Demonstrated expertise of the career development process with both undergraduate and graduate professional students; knowledge of employment trends, awareness of key competencies needed, and impact of public policy on employment landscape.
- Proven presentation, writing, and networking skills to build rapport with a diverse group of internal and external stakeholders; specific experience building new presentations/workshops on professional development topics.
- Well-developed interpersonal marketing and communications skills, ability to negotiate and build coalitions.
- Must be proficient with technology and interested in identifying and adopting technological advances in the field.
- Skills in project management, process improvement strategies, and demonstrated ability to make the ordinary into the extraordinary – preference for experience with innovation and lateral thinking.
- Open, friendly personable attitude that is demonstrated through past experiences in working with teams of individuals, external partners, and during high volume times.
- Strategic mindset with an ability to interpret budget, policy, best practices in the field, and relationships to positively impact an organization in a fluid economy.

Key Programs and Responsibilities:

Leadership and Planning: the AD will work directly with the Director and the Leadership Team in strategic planning for the office that includes key performance indicators, strategic themes for the office, budget management, and operational needs analysis to successfully complete the teams’ initiatives. Oversees policy development and implementation for students/faculty/staff who interface with the office while also ensuring that constituents have a smooth and positive connection to the office that promotes a strong return-on-investment for their needs.

Strategic Initiatives: this position will take the lead on a major transformation towards an “industry cluster model” that would include potential reorganization of resources, new policies, and enhanced collaboration/coordination across campus. Additionally, the candidate will provide facilitative leadership on strategic processes to connect campus constituents to career development team initiatives to promote more integration between industry and higher education.

Consulting and Collaboration: with campus partners to maintain a “hybrid” career experience on campus that includes a central career operation with additional resources found throughout academics; maintains an eye for lowering duplication of services, wasteful use of budget, and high accountability/integrity of programs preparing and connecting students to career opportunity.

For more information on The University of North Carolina at Charlotte, please visit: <https://www.uncc.edu/>.

For more information on the University Career Center, please visit: <https://career.uncc.edu/>

For more specific information on this job, candidate requirements and preferences, and to apply, please visit: <https://jobs.uncc.edu/>