
Job Description

Job Title: Assistant Director/Career Coach (2 positions)
Salary: Exempt, \$47,476
Reports To: Director
Department: Career Development Center
Division: Student Affairs

Job Summary

Provide individual and group career coaching using effective counseling/coaching techniques and career assessment instruments. Develop, organize, and implement educational programming in assigned career areas, including workshops, industry panels, and presentations on career education topics. Assist students in selecting and defining a career path, as well as developing job search skills necessary for entry into field. Proactively seek opportunities for outreach and collaboration with faculty, administrative departments, and student organizations to enhance outreach efforts. Work schedule includes occasional attendance at night and weekend events. Perform other related tasks and special projects as assigned.

Essential Duties and Responsibilities:

Career and Job Search Advising/Coaching – 50%

- Provide individual and group career coaching in the assigned areas.
- Coach students and alumni in the career decision-making process and assist in clarifying goals needed to achieve career plans.
- Administer and interpret career assessment instruments to assist students in identifying and selecting career fields.
- Prepare/coach students in developing effective job search strategies targeting their career fields.
- Remain current on industry trends in assigned career fields.
- Instruct students and alumni on use of Center's technology resources.

Career Workshops and Programming – 25%

- Develop and implement programming for students in assigned career areas, including workshops, presentations, and industry panels on a topics such as self-assessment, career exploration, job search strategies, researching employers and opportunities, professional development, college-to-career preparation, and graduate/professional school preparation in assign career areas.
- Market program(s) to various stakeholders in conjunction with the Career Development Center's overall marketing plan.
- Gather and analyze data on participation and success of program(s), recording necessary information in systems, and preparing required reports.
- Research and develop career-related materials for print, web, and electronic media.

Stakeholder Outreach – 15%

- Serve as primary contact for stakeholders (students, faculty, academic advisors, student organizations, and other campus offices) involved in programming area.
- Develop relationships with all stakeholders to collaborate on the efficient and effective delivery of information and/or programming in assigned career areas.
- Maintain consistent communication (phone, email, meetings, and social media) with stakeholders in assigned areas to market and promote job opportunities, technology resources, career trends, and educational programming.
- Collaborate with Employer Relations staff to identify employment opportunities and develop partnerships with employers.

Administration and Leadership – 10%

- Serve on Career Center and University committees with the director's approval.
- Participate in professional development activities.
- Delegate work to Work Student Students, Peer Career Advisors, and Graduate Assistants.
- May serve as Career Center liaison to one or more special interest groups on campus outside of assigned academic areas (Cultural Center, Porter Scholars, Trio Student Support Services, LGBTQ, Disability Resource Center, etc.).
- Participate in campus-wide programs such as First Year Orientation or Parents Weekend.

Minimum Requirements:

Master's degree in related area (Counseling, College Student Personnel, Higher Education, Psychology, Human Resources) and 2 years of related experience (University career coaching or counseling, career coaching citizens in career transition, academic advising, or workforce development).

Preferred Qualifications:

Prefer certification in one or more areas related to career assessment and/or career coaching (Strong Interest Inventory, Myers-Briggs Type Indicator, Strengths Finder/Strengths Quest, Global Career Development Facilitation, NACE Coaching Certification, Career Development Facilitator, or Certified Career Counselor).

Competencies

Knowledge:

- Effective counseling techniques, career assessment instruments, methods
- Provide effective career advising in an individual and group workshop setting
- Develop educational and/or training programs to meet constituents' needs
- Employment trends in the assigned career area

Abilities:

- Establish and maintain effective working relations with diverse constituencies
- Effectively develop and market programs to a wide variety of constituents
- Enthusiastic personality; excellent interpersonal, written and oral communication skills
- Clearly communicate ideas, facts, and abstract concepts
- Excellent customer service skills
- Effectively prioritize and multi task
- Effective organizational and time management skills, meet deadlines
- Strong advocate for diversity
- Proven ability to work with a diverse student population
- Research, collect, organize, and maintain accurate information using personal computer, database systems, MS Office Word, Excel, Outlook, university software programs i.e. PeopleSoft, CardSmart, social media (Facebook, LinkedIn, Twitter, Instagram), Handshake recruiting software, etc.

Physical Requirements

Requires working in a typical office environment with sitting and regular use of a computer, the ability to see, hear and use office equipment and occasional standing, stooping and lifting up to 20 lbs. May require occasional travel between University buildings to meet with others.

Application Information

Application materials required for full consideration:

- Resume
- Cover Letter
- Contact information for 3 references
- Statement of Philosophy describing your philosophy for career development at the university level (1 Page).
- All materials should be combined into one document and uploaded with application.

Application Links: Position descriptions are the same for both positions. Candidates only need to apply to one position to be considered for both. These links below contain links to UofL HR System:

<https://www.higheredjobs.com/institution/details.cfm?JobCode=176897450&Title=Career%20Coach%20%28Job%20Id%3A%2036481%29&aID=7137>

<https://www.higheredjobs.com/institution/details.cfm?JobCode=176897448&Title=Career%20Coach%20%28Job%20Id%3A%2036482%29&aID=7137>

About the Career Development Center: <http://louisville.edu/career/about-us>.

UofL Benefits: <http://louisville.edu/hr/benefits>