



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

DIVISION OF STUDENT LIFE

Position Title: Career Consultant (Advisor II) to Tickle College of Engineering, Center for Career Development
Reports to: Assistant Director of Recruiting
Classification: Exempt
Grade: 40

The Division of Student Life at the University of Tennessee, Knoxville invites applications for the position of Career Consultant in the Center for Career Development. This is an exempt, 12 month, full-time, non-tenure track staff position.

The University: The University of Tennessee, Knoxville, is the state's flagship research institution, a campus of choice for outstanding undergraduates, and a premier graduate institution. Enrolling 28,000 students, the campus is located in the foothills of the Great Smoky Mountains and beautiful East Tennessee. As a land-grant university, it is committed to excellence in learning, scholarship, and engagement. In all its activities, the university aims to advance the frontiers of human knowledge and enrich and elevate society. The university values intellectual curiosity, pursuit of knowledge, and academic freedom and integrity. One of the initiatives of the institution focuses on Experience Learning with the Center for Career Development serving as an important component.

The Division: The Division of Student Life is comprised of over 400 staff who serve our students through 20+ departments and functions. Staff are actively engaged in the lives of our students, living and learning with them in our residence halls, student union, and other campus environments. The Division seeks candidates willing to engage, challenge, and support our students through intentional programs and services. In addition, we seek colleagues that are committed to teamwork and have a palpable passion for working with and serving all students.

The Department: The centralized, comprehensive career center serves undergraduate and graduate students and recent alumni from nine academic colleges across campus and assists with all career matters from creating career goals to implementing them. Staff is comprised of 21 professional and administrative positions, 4 graduate assistants, 10 peer career advisors, and several student assistants. The Center for Career Development (CCD) is committed to diversity and inclusion and helping students explore the impact of identity on career development.

Position Summary: Reporting to the Assistant Director of Recruiting at the CCD, the career consultant assists Tickle College of Engineering (TCE) students, undergraduate and graduate, with career planning and implementation through individual and group career consulting; delivers training/programs to student groups, classes, and university staff; builds relationships with and connections among members of the career community, alumni, employers, and others to create opportunities for experiential learning, networking, job searching, and graduate school admission. Additionally, the consultant assists engineering employers with their recruitment strategies on and off campus.

Position Responsibilities:

1. Conduct individual and group career consultation sessions for engineering students; consultations may include: engineering career exploration, industry information, job and experience strategies, and development of communication resources such as resumes, interviews, letters, and LinkedIn profiles, etc.
2. Plan, develop, and facilitate new career events and initiatives to address career needs and create opportunities for engagement and connections among the career community. Partner with advisors and other college departments on programming. Coordinate and manage VolTrek visits to employers.
3. Strategically develop employer relationships through need-based recruiting consultation; maintain successful recruiting activity via job and internship advertising utilizing online technologies and on-campus programming. Collaborate with Assistant Director for Employer Development on employer strategy.

4. Increase employer engagement on campus via participation in career fairs, networking events, and other initiatives.
5. Collaborate with faculty and professional staff to deliver career development and employment information and services to classes, organizations and departments (advising centers, academic departments, student professional organizations, and others).
6. Potentially teach a career development course for designated area each semester. Develop, evaluate and revise course materials and assess student learning outcomes.
7. Collect data on internships and first destinations of graduating seniors and graduate students in the 12Twenty system; create and disseminate reports to college administration based on this information.
8. Utilize Handshake and other relevant technologies to facilitate communication and marketing, maintain counseling case notes, and collect and compile data including but not limited to appointments, programming, recruiting activity, and assessments.
9. Promote a campus-wide career culture to potential and new students and families through participation in summer and transfer orientation programming.
10. Assist with the execution of the events and programs consistent with the center's mission, including career fairs, departmental marketing, community outreach, etc.
11. Engage in professional development activities/trainings to maintain current knowledge of higher education and employment and industry trends.
12. Some evening and weekend work is required.

Qualifications:

Education

Required: Master's degree at time of hire. **Preferred:** degree in college student personnel, higher education administration, counseling, or related area.

Experience

Required: Minimum of one academic year experience (which could include graduate assistantships) working with college students or one academic year experience (which could include graduate assistantships) working with other clients on job search related skills and topics. **Preferred:** Experience working with college students in a setting related to career development, academic advising or student success; Experience working with students from designated academic disciplines or associated employment industries.

Knowledge, Skills, & Abilities

Strong interpersonal skills, including oral, written, and listening communication capabilities; Demonstrated ability to plan, organize and coordinate events and programs; Computer proficiency

Preferred Qualifications:

Knowledge of job search strategies and career development theories, best practices, and resources; Knowledge of on-line career database systems and other current/emerging technologies within the career development; Ability to build relationships across populations, internal and external to the University.

Salary: Low \$40,000's commensurate with experience and is accompanied by a standard university benefits package.

Application Process: A review of all applications begins immediately and continues until position is filled. For full consideration, applicants must apply electronically through Taleo system including submission of cover letter, resume, and the names, addresses and phone numbers of three references to

https://ut.taleo.net/careersection/ut_system/jobdetail.ftl?job=19000000PA&tz=GMT-04%3A00

All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status.

Eligibility and other terms and conditions of employment benefits at The University of Tennessee are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations.

In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University.

Inquiries and charges of violation of Title VI (race, color, and national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone (865) 974-2498. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.