**Company Name:** UNC Pembroke

**Job Title:** Assistant Dir of Career Services

**Apply URL:** [http://www.Click2Apply.net/yh3z8jd6cphrdtbf](http://www.click2apply.net/yh3z8jd6cphrdtbf)

**Job Details:**

The Assistant Director of Career Counseling provides career counseling, student programming, marketing and online career resources and services to meet the needs of students and alumni in collaboration with faculty, employers, alumni and staff members. They will assess, measure and evaluate student learning and development outcomes, supervise graduate interns and paraprofessionals to produce high quality career development outcomes and teach career planning workshops and classes to help students and alumni achieve their career goals.

Oversee Career Counseling Services
• Counsel and coach students and alumni in one-on-one and group sessions to gain self-awareness, choose academic majors and careers, identify graduate school options and develop internship and job search skills for achieving their career goals.
• Provide career planning assistance including conduct client intake assessments; implement client intervention strategies; conduct career assessment interpretations and evaluate client's progress.
• Provide internship and job search assistance including critique resumes and cover letters, conduct mock interviews, and (e.g. conducting networking, developing online brand & LinkedIn profile and attending recruitment events).
• Provide graduate school application assistance including critique personal statements and conduct mock interviews.
• Conduct student needs and program assessments, design surveys, collect and compute learning outcome, satisfaction and usage data, analyze outcomes and write reports to improve services, resources and programs.

Manage Career Programs and Presentations
• Coordinate, schedule, organize and conduct innovative career programs in collaboration with academic and student affairs colleagues to help students achieve their academic and career goals
• Develop and present informational, interactive and engaging workshops to classes and student group including, but not limited to career planning, major selection, resume and cover letter writing, interviewing, LinkedIn Profile and networking, graduate school applications, internship and job search strategies.
• Create and present workshops to parents, prospective students, and transfer students during orientation sessions and admission events educating them on the career development process and employment trends.
• Track, analyze and report number of workshops, learning outcomes and satisfaction survey results to evaluate the quality and effectiveness of the programming outcomes.
• Teach career planning classes including current career development concepts and skills that assist undeclared students with selecting or confirming a major and career through career exploration activities.
• Promote internships through programming and marketing efforts to students and faculty resulting in increased junior year participation.

Supervise Career Counseling and Career Peer Staff
• Train, coach and supervise interns and graduate assistants through individual meetings and client observations to ensure that professional and departmental standards and procedures are practiced, career counseling clients are served and appropriate documentation is completed.
• Research, prepare and facilitate counselor training activities and disseminate materials to ensure consistent service delivery to students and alumni, to promote understanding of office and university procedures, and to maintain high quality career counselor skills.
• Organize and facilitate counselor meetings utilizing guest speakers, training activities, skill assessments and policies/standards dissemination to insure the continued professional development of all career counselors.
• Coordinate resume critiquing service by developing written standards, training staff members, disseminating resumes and monitoring performance to insure written standards are followed.
• Hire, train, evaluate and supervise Career Peers (student paraprofessional staff) on resume and cover letter critiquing, LinkedIn Profile development and internet job search skills to ensure consistent and relevant critiquing service.

Coordinate Marketing & Website Resources
• Create and implement comprehensive marketing plans to systematically market services, programs and events to students and faculty, develop student marketing materials and signage, coordinate social media promotions and campus tabling sessions.
• Manage content on student/alumni services section of the center's website providing engaging, informative and easily accessible resources and services targeted to all student and alumni populations.
• Track, analyze and report online usage results to evaluate the quality and effectiveness of the marketing and website resources.

Collaborate with Career Center Team
• Assist with front office operations including greeting, answering phones and servicing all customers
• Plan, implement and coordinate all career center, services, programs and events
• Coordinate student programming about the internship search process, educate students and campus on internship opportunities and communicate the value of an internship.
• Manage the center's website and online careers services management system, Handshake. Track all students, services utilized and programming attendance in system. Implement student and alumni access and restrictions consistent with career center policies and resolve student access issues.
• Coordinate employer and alumni connections with students in targeted career events and recruitment activities.
• Coordinate Student and Employer Marketing Plans in order to promote services to students, employers and the campus community.
• Adhere to the NACE Principles for Ethical Professional Practice.
• Perform other duties as assigned.

Minimum Training and Experience Requirements: Masters Degree from an appropriately accredited institution in Counseling or Higher Education Administration and familiarity with career theory and development. Demonstrated experience working with employers and effective organization and human relations skills. Proficiency with a variety of technology and experience with Career Management Systems products. Ability to work well in a diverse environment. Familiarity with hiring trends, work settings, undergraduate and graduate life and career counseling. The ideal candidate will have a comprehensive understanding or experience with work both inside and outside of higher education and work with donors, alumni and other institutional affiliates.

Management Preferences: • Master's degree in counseling, student personnel/high education administration, education, social work, human resources or an equivalent combination of education and experience
• Prior experience in a higher education, business or nonprofit organizations.
• Prior experience in career counseling/advising with knowledge of career development theory, assessments and current world-of-work trends
• Ability to career counsel, listen to, understand and respond positively to student requests guiding them constructively through processes and procedures with a high level of maturity, professionalism and diplomacy
• Strong interpersonal skills and the ability to create and maintain collaborative relationships and professional networks with diverse populations, internally and externally, within a diverse, multicultural environment
• Ability to articulate and meet the needs and concerns of historically under-represented and ethnically diverse populations, persons with disabilities, GBLTQ individuals, women, veterans and non-traditional students.
• Ability to think analytically and strategically in a highly collaborative team environment with proven planning, organizational and project management skills
• Proficient technology skills in Microsoft Office, social media, website development, database and career center systems (e.g. CSO, Handshake, Simplicity) along with experience using LinkedIn and other professional social networking sites
• Ability to persuade and influence varied audiences while giving engaging, pedagogically-sound and interactive presentations
• Ability to assess and evaluate user needs, services, programs, student learning and development outcomes
• Ability to prepare clear and concise reports, policies, procedures, correspondences and other written materials

Special Instructions to Applicants:

Please attached cover letter, resume and list of professional references.

This position is subject to the successful completion of an employment background check. An employment background check includes a criminal background check, employment verification, reference checks, license verification (if applicable) and credit history check (if applicable).

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

New employees are paid only by direct deposit to the financial institution of their choice. Candidates claiming Veterans Preference must attach a copy of their DD-214 as a part of the online application process.

UNC Pembroke is an Equal Opportunity Employer. The University prohibits discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibits discrimination against all individuals based on their age, race, color, genetic information, religion, sex, sexual orientation, gender identity or national origin. UNC Pembroke is a VEVRAA Federal Contractor and seeks priority referrals of protected veterans for our openings.

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