**Associate Director for Employer Development**

**Summary of Position**

The Associate Director for Employer Development leads the design and implementation of an employer development plan to increase internship and employment opportunities for students and alumni.

**Minimum Requirements**

A bachelor’s degree is required. In addition, a minimum of five years of progressively responsible experience in recruitment/human resources, career services, or higher education is needed. Strong teamwork, organizational, program development and interpersonal skills are essential. The successful candidate also must exhibit demonstrated competency to assess, organize, and prioritize multiple tasks with attention to detail; an in-depth understanding and application of best practices in collegiate career services, career trends, workplace changes, impacts of technology and social media; strong computer skills including experience with employer/contact management systems such as Handshake, as well as Microsoft Office suite, and internet research; excellent written and oral communication skills, including presentation skills appropriate for small and large audiences; skills in strategic planning and data analysis, supporting an ability to make complex, independent decisions and programmatic recommendations; ability to travel and work non-standards hours, including some nights and weekends, is required.

**Preferred Qualifications**

A master’s degree with emphasis in business management, human resources, communications, higher education, career development or related field. Corporate recruiting experience.

**Primary Function of Organizational Unit**

The UNCW Career Center is a comprehensive career development and resource center dedicated to empowering students and alumni as active participants in their own career development. Compelling programs and services help students as they explore their academic and career options, gain experience and evaluate their options, and engage with the worlds of work and graduate education.

**University Information**

The University of North Carolina Wilmington, the state’s coastal university, is dedicated to learning through the integration of teaching and mentoring with research and service. Guided by our Strategic Plan, the university is committed to nurturing a campus culture that reflects its values of diversity and globalization, ethics and integrity, and excellence and innovation. A public institution with nearly 17,000 students, the university is focused on supporting and enhancing the student-centered learning experience that has been a hallmark since its founding in 1947. UNCW offers an array of programs at the baccalaureate and master’s levels, and doctoral programs in marine biology, educational leadership, psychology and nursing practice. UNCW is one of the 17 institutions that make up the UNC System.

**EEO Statement**

UNC Wilmington actively fosters a diverse and inclusive working and learning environment and is an equal opportunity employer. Qualified persons from all racial, ethnic or other minority groups, protected veterans, and individuals with disabilities are strongly encouraged to apply.

**Priority Consideration Information**

Priority consideration will be given to applications received by December 9, 2018; however, applications will be accepted until the position is filled.  
Position details and full applicant instructions can be found at https://jobs.uncw.edu/postings/12696