



UNIVERSITY OF NORTH CAROLINA WILMINGTON

CAREER CENTER DIRECTOR

Provides dynamic leadership and oversight of the Career Center, its services, programs, events, staff and budget in support of student and alumni career goals, and UNCW mission and strategic initiatives.

Implements innovative approaches to support students' career development, job and graduate school searches, enriching their career readiness and career success.

Develops and enhances employer relations for applied learning and employment opportunities.

Establishes and maintains meaningful connections in multiple career and employment networks on and off campus, including faculty, staff, administrators, student groups, employers and other career professionals.

Possesses in-depth knowledge of career development and program planning skills.

Has relevant experience with supervision of professional, support and student staff members.

Ability to apply state-of-the-art technology to daily programs and services.

Strong counseling, communication, and public relations skills.

Directly supervise two Associate Directors and the Office/Business Manager, and reports to the Vice Chancellor for Student Affairs.

A master's degree in Student Personnel, Counseling, Higher Education, Business Administration, or related area is required, as well as five years of progressively responsible experience in university career services. A doctoral degree in Student Personnel, Counseling, Higher Education, Business Administration, or related area is preferred, with ten years of progressively responsible experience in university career services.

Initial consideration of all completed application materials will be given to those received by **January 31, 2019**. However, applications will be accepted until a successful candidate is identified. To apply, please complete the online application process available on the Web at <https://jobs.uncw.edu/postings/13182>. A letter of application, complete resume, and contact information (including e-mail addresses) for three professional references should be addressed to Career Center Director Search Committee, and attached to the online application--not e-mailed, mailed or faxed. Microsoft Word or Adobe PDF attachments are required. For questions regarding the online application process, contact Eric Simone (simone@uncw.edu or 910-962-3117). Salary is competitive and will be commensurate with qualifications and experience.

Under North Carolina law, applications and related materials are confidential personnel documents and not subject to public release. Criminal background checks will be conducted on finalists prior to an offer of employment. UNCW is a premier comprehensive undergraduate university with a rapidly growing campus community of approximately 16,700 students. The campus is located five miles from the Atlantic Ocean in southeastern North Carolina.

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