**Senior Assistant Director, Career & Industry Advising**

**University Job Family:** Student Services

**Position Numbe**r: FA8710

**Job Status:** Full-Time

**Employee Group:** Academic Professional

**Department:** VCU Career Services

**Organizational Overview:**

At VCU, we *Make it Real* through learning, research, creativity, service and discovery – the hallmarks of the VCU experience. A premier, urban, public research university nationally recognized as one of the best employers for diversity, VCU is a great place to work. It’s a place of opportunity, where your success is supported and your career can thrive. VCU offers employees a generous leave package, career paths for advancement, competitive pay, and an opportunity to do mission-driven work.

**Position Primary Purpose and General Responsibilities:**

VCU Career Services Senior Assistant Directors supervise 1-2 professional Career Advisors. They create and manage new advising and programming specialty area(s) and support strategic initiatives. Senior Assistant Directors provide career advising services to undergraduate and graduate students, as well as alumni up to one year after graduation, in designated departments, schools and industries/professions. Services include both one-on-one advising with students/alumni and program development and delivery in collaboration with faculty, staff, community organizations and employers, and students. They educate students on the career development process and opportunities that exist (internships, experiential opportunities, jobs, graduate school), and improve advising team knowledge on industries and areas of specialization for effective cross-training and general advising services.

This position will be the programming and advising lead for Arts, Design, and Entrepreneurship.

**Minimum Hiring Standards**:

* Master’s degree with emphasis on counseling, student affairs, higher education or related field.
* 5-10 years of experience in higher education, recruitment, or related field (can include graduate school graduate assistantship).
* Demonstrated experience working in and fostering a diverse faculty, staff, and student environment or commitment to do so as a faculty member at VCU.
* Experience advising students on career-related topics.
* Outcomes assessment and evaluation strategies.
* Ability to embrace and drive change and to organize and effectively manage multiple priorities, programs, and projects.
* Demonstrated experience leading teams and developing positive relationships, partnerships, and alliances.
* Ability to collaborate cross-functionally in the office environment and to interface with employers, students, alumni, faculty, and university administrators.
* Exceptional communication (written, oral, presentation). Demonstrated proficiency designing and delivering presentations.

**Preferred Hiring Standards:**

* Experience working directly with college students and/or young professionals, advising on career and academic development.
* Ability to use relevant database systems, (e.g. Handshake, Symplicity, Microsoft Excel).
* Ability to assess and report student learning outcomes.
* Project management experience.
* MBTI Certification preferred.
* Understanding and use of career development theories.
* Awareness of trends within higher education, career services, employment marketplace.
* Demonstrated proficiency in using career assessment instruments (e.g., SII, MBTI, StrengthsQuest).

**Anticipated Hiring Range:** $45,000-$52,000

**Campus:** Monroe Park Campus

**Hours/Week:** 40

**Normal Work Days/Hours:** Monday-Friday

**Job Open Date:** 04/05/2019

**Posting will close on or before:** 05/06/2019

**Job Category:** Accounting/ Management/ Professional

**To Apply:** [**https://www.vcujobs.com/postings/88342**](https://www.vcujobs.com/postings/88342)