Virginia Tech – Career and Professional Development
Assistant Directors for Career Development and College Relations (3)

Virginia Tech is a public land-grant university, committed to teaching and learning, research, and outreach to the Commonwealth of Virginia, the nation, and the world. Building on its motto of Ut Prosim (that I may serve), Virginia Tech is dedicated to InclusiveVT—serving in the spirit of community, diversity, and excellence. We seek candidates who adopt and practice the Principles of Community, which are fundamental to our on-going efforts to increase access and inclusion, and to create a community that nurtures learning and growth for all of its members. Virginia Tech actively seeks a broad spectrum of candidates to join our community in preparing leaders for the world.

Career and Professional Development (CPD) at Virginia Tech is growing! As we move forward with exciting new opportunities to serve our constituents, we are conducting searches to fill three (3) Assistant Director positions. CPD is a centralized office of 28 staff dedicated to educating and supporting students as they explore and choose academic majors and career options, obtain and reflect upon career-related experiences, develop professional presence and essential skills for workplace success, and launch post-graduation career plans, including graduate/professional school and employment.

Assistant Director – Career Development and College Relations (3 positions)
The Assistant Director serves as a member of a Career Development and College Relations Team. Members of each team will work together to serve students in designated Colleges. Additionally, team members will work with employers to understand the breadth and depth of experiential and post-graduation opportunities available for students interested in pursuing careers within the scope of the team.

Key Responsibilities:
- Serve as a liaison from Career and Professional Development to a College (College of Science, the Pamplin College of Business, or the paired responsibility for the College of Architecture and Urban Studies and University Studies (exploratory students).
- Provide one-on-one advising (in person, through email, via telephone, etc.) to students in majors within your liaison role and team on topics such as selecting an academic major; choosing a career direction; developing a job search plan; interviewing (including conducting mock interviews); career-related experience (internships/co-op); writing effective resumes and cover letters; and researching companies and graduate schools.
- Develop and deliver presentations, workshops, and programs relevant to your College population on topics listed above.
- Additional program and liaison opportunities may include; liaison to Athletics, liaison to Cultural and Community Centers, liaison to Living Learning Programs, leading career exploration programming initiatives, and more.
- Lead and/or serve on task groups and assist with other initiatives as appropriate.

Required Qualifications**:**

- Master's degree in Higher Education Administration, Student Affairs, Counseling, or related field.
- Strong interpersonal, communication, and team skills.
- Proven ability to develop strong external relationships.
- Exceptional organizational skills and attention to detail.
- Ability to multi-task in a fast-paced work environment.
- Demonstrated ability to foster relationships among a diverse range of constituents including; students, faculty, staff, administrators, and employers.

Preferred Qualifications:

- Significant experience providing career advising/coaching within a college/university setting.
- Experience with students and/or professionals in fields related to any of the stated College liaison roles.
- Familiarity with relevant career development theories such as: Holland, Happenstance, and Chaos Theory of Careers; knowledge of personality theory; and experience with Clifton Strengths.Experience with a variety of vendor products for the career services field such as Handshake, CareerShift, Candid Career, and GoinGlobal.

To Apply:
For all three (3) positions, applicants must complete the online faculty application at www.jobs.vt.edu (Posting AP0190178) and submit a cover letter, resume, and a list of three references as attachments to that application. Positions will be open until filled. For full consideration, candidates are encouraged to apply before the review date of June 24, 2019.

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