

In order to support the mission of The University of North Carolina at Pembroke, career development programs and services must be provided to afford students the opportunity to explore themselves and the world-of-work within the context of their total post-secondary educational experience. Quality career/life planning programs, events and courses are an integral part of the student's total education at The University of North Carolina at Pembroke.

The mission of The University of North Carolina at Pembroke Career Center is to provide a comprehensive program of career development services and activities for all students and alumni. The Career Center offers services to assist students in clarifying their career choices, defining their job search strategies, and pursuing internship/co-op, employment, and/or graduate school opportunities.

The functional areas this position encompasses include teaching career development topics, individual and group career consulting, and the administration and interpretation of a variety of career-related inventories assessing the interests, work values, skills, and abilities of individuals toward assisting them with developing career and life goals. This position reports directly to the Vice Chancellor for Student Affairs.

Primary responsibilities of the position and the clients served are:

To serve as administrative head of the Career Center by overseeing its budget and personnel, developing its career-related programs, policies, and procedures, and implementing all services rendered.

To research the literature about modern career planning/awareness needs. Develop, implement, and assess programs to teach and encourage self-analysis and realistic planning for today's world-of-work.

To serve as a major resource person for University students, alumni, faculty, student support staff, and members of the local community.

To provide instructional leadership to the University's effort to prepare students for diverse professions and serve the local community.

To oversee teaching of CAR 1010: Introduction to Career Development.

To teach a wide range of career planning topics in formal classes, group and individual counseling sessions, seminars/workshops, clubs/organizations, and local agencies.

To provide individual and group career consulting to UNCP students (undergraduate and graduate) and alumni.

To ensure availability, provide instruction about, and interpret a variety of career-related inventories related to interests, skills, work values, and abilities.

To participate in and/or present at various campus events in order to promote career planning awareness among students, alumni, faculty, staff, and guests visiting the University.

To design Career Center marketing strategies that will encourage students, alumni, faculty, and staff to use services.

To oversee the On-Campus Student Employment program in conjunction with the Office of Human Resources, with specific responsibility for maintaining Brave Opportunities, online job search system, to which on-campus positions are posted.

To be an active member on various University committees.

To provide instruction, direction, and performance appraisal for one assistant director, one office support position, a graduate or undergraduate intern, and work-study students as assigned.

To research, evaluate, maintain, and purchase updated career library resources which cover all areas of the career planning experience (e.g., majors, occupations, graduate schools, employers, job search techniques, part-time and full-time listings, internships, co-ops, etc.) for students, alumni, faculty, and visitors of all ages and special populations.

To maintain the Career Center Web site and to ensure on-going access to a variety of career related online resources.

To research, evaluate, and network with employers and graduate school representatives in order to solicit job and educational opportunities, teach them about UNCP programs, and refer qualified candidates from the UNCP student body and alumni registrants.

To conduct research by surveying, analyzing, and interpreting information collected on alumni one year after graduation (e.g., employment status, continued educational status, attitudes about their educational experience while attending The University of North Carolina at Pembroke, etc.) for all University administrators, department chairs, and faculty.

To actively participate in professional organizations for continued professional development and networking experience.

To accomplish other duties as assigned by the Vice Chancellor for Student Affairs.

Specific illustrations of the instructional/educational nature of the work of this position and some indication of how these services are directly related to the education mission of The University of North Carolina at Pembroke are:

Due to the complexity of career planning and special needs of the University's diverse student population, instructional/educational programs are provided in an effort to prevent frustrations and better prepare individuals for their life after college via knowledge (e.g., career awareness, career planning resources, career / occupational exploration; self-analysis, goal setting, leadership development, etc.) Career awareness/planning and job search instructional services are provided with the belief that unrealistic career ideas will not only cause academic problems but could also result in an unfulfilling career path.

Other instructional/educational programs such as resume writing, interviewing techniques, job search strategies, career fairs, etc. prepare and enhance skills required to enter the world-of-work.

The computer-based career guidance programs assess interests, abilities, experiences, values, etc. and provides information helpful to the academic and personal development of students.

The basic function of this position is to provide instruction on career awareness/planning topics, individual/group career consulting, and programs/events that either teach career development strategies or provide employer contacts and job search opportunities.

The director is responsible for planning, implementing, evaluating (formal and informal), and providing instructional direction to the center's programming and career counseling and job search services.

All aspects of the work for this position are instructional/educational.

**Minimum Training and Experience Requirements:** Masters' Degree in Counseling, Student Affairs, or a closely related field required. Knowledge of career development theory, application, and current trends. Five to seven years experience in career and employer services required. Must have excellent supervisory, budgeting, communication, writing, planning, problem solving, technology, and organizational skills. Ability to seek innovative solutions to problems is expected. Must be student-oriented and have a commitment to working in a team-based, collaborative environment along with the ability to work with a culturally diverse student population.

**Management Preferences:** Earned doctorate in Counseling, Student Affairs, or a closely related field preferred.

**Special Instructions to Applicants:** 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).

If hired, the candidate will be required to submit proof of eligibility to work in the United States. 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.

Per the requirements of the Clery Act of 1998, the Campus Security Report can be found at: <http://www.uncp.edu/police/report/>

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.

Apply Here: <http://www.Click2Apply.net/3p2gykd>