

# Assistant Director – Career Adviser for Business School

## Purpose of Position:

This position advises students in the undergraduate and graduate programs, and select alumni to maximize their career potential and readiness; creates, coordinates, and implements programs and mentoring opportunities for these populations; works closely with the Associate Director on all planning and future initiatives.

## Knowledge and Skill:

- Ability to work with individuals and groups and prepare and deliver presentations.
- Must be proficient with technology and interested in identifying and adopting technological advances in the field.
- Well-developed interpersonal marketing and communications skills.
- Must be able to make decisions and work independently.
- Open, friendly personable attitude.
- Ability to see the big picture.

## Education, Experience, Licensure, Certification:

- Master's degree in Counseling, Human Resources, Higher Education, or closely related field.
- 1-3 years experience in a career services, counseling, recruiting, HR, or higher education environment strongly preferred.
- Experience developing/presenting workshops, educational or training events; preferably in business related academic programs

## Essential Duties & Responsibilities

### **A. Career Advising and Coaching (50%)**

- *Advising of Students in the Major(s)* – advise students and recent alumni within the major(s) about career exploration including site visits and job shadowing, self-assessment, career planning, internships and other experiential learning opportunities, resume writing, preparation for interviews including mock interviews, employment in related fields; includes one-on-one and group advising; includes drop-ins and full appointments
- *Liaison to the Belk College of Business* (main liaison/support main liaison) – work with college dean and/or associate dean, or designees, to coordinate and develop collaborative programming (e.g., alumni panels, employer panels), and collaborative employer relations; work with college's academic advising office to provide a smooth transition for students between academic and career advising
- Administers and interprets career instruments including Strong Interest Inventory, the Myers Briggs Type Indicator, and others, as well as train in other areas of career assessment.
- Makes independent decisions regarding service and student issues.

### **B. Programming and Event Management (30%)**

- Develops and implements career development plan to select Schools/Colleges liaised; including the development of specialized programming as relevant to students needs and maintaining communication with faculty and staff.
- Develops effective educational programs and tools for career searches and deploys in 1:1, small and large group settings.
- Delivers programming for campus wide events, specialized programming to select groups of students, and core workshops.
- Assists in the manning of campus career fairs and other campus wide events each year.

### **C. Specialized Projects/Other Responsibilities (20%)**

- *Employer Relations* –develop relations with key employers related to the field(s), coordinating with college efforts; includes meeting with new employers, conducting staff on-site visits with employers; focus on internships, co-ops, and/or full-time opportunities
- Provides content expertise for any career development and management materials, handouts, and other self-help guides for students.
- Assists in the development of outcomes to participation in programs and education for students.
- Researches and stays informed on hiring practices, employment trends and other labor related issues.
- Assists the career team in other projects assigned.
- Assists in the collection of relevant data to support office trending analysis, reports and other metrics uses.
- Participates in University events including orientations, open house and other functions to promote and represent the Career Services Center