

Position Information

Position #

944912

Advertising Department

THE CAREER CENTER

Division

Student Life

Job Title

Associate Director

Advertising Job Title:

Working Title

ASSOCIATE DIRECTOR - CO-OP/COUNSELING

Number of Vacancies

1

Recruitment Range

(Commensurate with qualifications for faculty and non-faculty EPA)

Commensurate with Qualifications

Job Description

The Associate Director is a member of the Career Services director's advisory committee which collaboratively works to provide leadership and vision in the establishment of policy and procedures to effectively deliver comprehensive career services. The Associate Director oversees the Cooperative Education program campus wide. The Associate Director works in partnership with academic departments, career services and represents the university to key constituents including employers, alumni and parents. The Associate Director will contribute to the strategic planning, recruitment and relationship building with a diverse set of employers, advising students on career exploration and job searches, data and trend analysis and assessment, and the creative use of technology in communication and marketing efforts.

Minimum Qualifications

Master's degree in counseling, college student personnel, human resources or related discipline required. Five (5) years of experience in the fields of career development/services, employer recruitment an experiential education required program development. Knowledge of career services operations, career development, cooperative education, internship programming, legal and ethical issues in the field, job market trends, especially in technical areas. Experience in a large comprehensive center and with career services vendor software helpful. Demonstrated strong public relations and interpersonal skills as well as organization, management, staff supervision, budget management, and verbal and written communication skills critical. Proven ability to work well with diverse constituents.

Preferred Education and Experience

- Demonstrated experience supervising staff, student workers, graduate assistants and temporary employees.
- Demonstrated ability to plan, organize, and implement projects with complex logistics involving multiple tasks and priorities. Ability to work in a fast-paced environment.
- Analytical ability to evaluate operations and client needs and develop programs responsive to those needs. Ability to conceptualize, design and implement innovative career development programs appropriate for all levels of students and alumni seeking careers in all sectors of employment.
- Ability to support and maintain critical long-term liaison relationships with diverse populations and organizations on behalf of Career Services.
- Superior career counseling and facilitation skills. Detailed knowledge of career counseling theory and practice as it applies to a highly diverse university population.
- Familiarity with technology and its role enhancing the deliver of career services to students and alumni.
- Knowledge and trends of effective and cutting edge career counseling delivery models and ability to implement changes appropriate for ECU.
- Ability to communicate and market the services and programs of the Center to students, faculty and administrators.
- Knowledge of occupational trends, career and job information resources and materials.

Special Instructions to Applicants

In order to be considered for the position, all applicants are required to submit online a candidate profile, a letter of interest, a current resume, and a list of three references including contact information.

Additionally, original official transcripts, a criminal background check, and three signed letters of reference will be required upon offer of employment. All degrees must be received from appropriately accredited institutions and conferred by the time of hire.

East Carolina University seeks to create an environment that fosters the recruitment and retention of a more diverse student body, faculty, staff and administration. In order to promote the university's diversity goal, Student Affairs strongly encourages applicants from women, minorities, and historically underrepresented groups.

Additional Instructions to Applicants

Applicants must complete a candidate profile or staff application (see "Application Types Accepted" below) online via the PeopleAdmin system. In addition, applicants must submit the documents requested in order to be considered for the position.

Department Homepage

www.ecu.edu/career

ECU Statement

East Carolina University is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to their race/ethnicity, color, genetic information, national origin, religion, sex, sexual orientation, gender identity, age, disability, political affiliation, or veteran status.

Individuals requesting accommodation under the Americans with Disabilities Act Amendments Act (ADAAA) should contact the Department for Disability Support Services at (252) 737-1016 (Voice/TTY).

Proper documentation of identity and employability is required at time of employment.

Rank Level

Not Applicable

Job Open Date

07-22-2015

Job Close Date

Open Until Filled

Date Initial Screening Begins

08-24-2015

Job Category

Non-Faculty Instructional & Research

Full-time/Part-time

Full-time

Applicant Pool

All Applicants

Required Applicant Documents

Resume / Curriculum Vitae

Cover Letter / Letter of Interest

List of References (including contact information)

Quicklink

ecu.peopleadmin.com/applicants/Central?quickFind=78851

Application Types Accepted

Candidate Profile (EPA only)

Apply Here: <http://www.click2apply.net/fxrgk9m48m>