

Assistant Director of Academic Career Development

Salary: \$50,232

Requirements:

Master's degree in Counseling and Guidance, Counseling Psychology, or related field; One year post master's counseling experience; Texas Licensed Professional Counselor (LPC); A minimum of one year of professional supervisory work experience; Demonstrated excellent interpersonal, organizational, customer service, public speaking and computer skills.

Preferred: Previous career services, academic advising, or other higher education experience.

Job Description:

Provides administrative oversight and support for the Career Services Center. Provides career exploration assistance to students and alumni by conducting individual and group career counseling sessions and administering and interpreting career assessment instruments. Performs mock interviews, resume critiques, and business etiquette dinners. Maintains current knowledge base of labor market trends, occupational information and the local, state and national employer base. Oversees career services needs with off-site campuses. Recruits, trains, and supervises full time Career Development Coordinator, part time graduate student counseling intern, and front desk student staff and processes.

Duties

(45%) CAREER EXPLORATION

Provides career exploration assistance to students and alumni by conducting individual and group career counseling sessions and administering and interpreting career assessment instruments; Recruits, trains and supervises career counseling intern. Works closely with Academic Advising Center to develop proactive advising strategies.

(25%) CAREER DEVELOPMENT

Instructs and advises students and alumni regarding job search strategies and skill development including resume and cover letter preparation, interview techniques, graduate school admission, networking and employer research; maintains current knowledge base of labor market trends, occupational information and the local, state and national employer base; oversees career services with off-site campuses. Organizes, prepares and presents workshops including class/organizational/campus/community outreach presentations/programs, Business Etiquette Dinners, etc. Identifies and cultivates relationships with key administrators, departments, faculty, staff, and student leaders to encourage involvement in career development services/programs; seeks collaboration with personnel across the university.

(25%) SUPERVISION/ LEADERSHIP

Supervises and trains student workers/front desk staff and processes.

Supervises Career Development Coordinator/s placed on the satellite campuses and individual colleges; responsible for position management, performance management, daily direction, and hiring.

Supervises the master level practicum student conducting career counseling.

Provides assistance in budget planning, strategic planning, goal setting, monthly and annual reports, etc. Attends administrative staff meetings on and off-campus as well as conferences and workshops regarding marketing, career planning and job search as funds are available.

(5%) ADMINISTRATIVE

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Any tasks or assignments as deemed necessary by the director or to serve as director's proxy. Serve as a Campus Security Authority (CSA). Document and report to the university police any crime information that you believe is provided to you in good faith; participate in Clery Act Training for CSAs; become familiar with the Campus Security Authority Reference Manual located on the University Police Department web site.