

Associate Director for Career Exploration and Career Education

Job Description:

The Associate Director serves as the leader and supervisor for the Career Exploration and Career Development staff within the Career Resource Center's (CRC) Career Development Team. The incumbent is primarily responsible for the management of all career exploration and education programs including but not limited to career counseling/coaching, peer advising and population specific outreach (including first and second year, graduate, international and diverse students). Additionally, the incumbent is responsible for managing the development, implementation and assessment of a student engagement plan to support increased student career connections and education within the career center. Collaborates with other Associate Directors of functional areas of CRC to provide coordinated management of services.

1. The incumbent manages the development, implementation and assessment of the career development programs, services and resources including, but not limited to, individual and group career counseling/coaching, special programs, and CRC outreach activities to advance students' self-exploration and career development. Stays current with recent trends, resources, and research addressing student career issues and incorporates information into goal-setting and leadership of the Career Exploration and Career Development Group. Oversees and performs assessments, data tracking, and analysis relative to students and career connections related activities for students and campus partners. Works with the team to market and share the story of career exploration connections for the CRC and University. Collaborates with Associate Directors of functional areas of CRC to provide coordinated management of services. Serves as a member of the CRC leadership team. (35%)
2. Provides leadership, guidance, and supervision to two full-time professional staff members, as well as student assistants and/or graduate students. Sets a vision for the team and the evolution of career education and exploration at the career center. Oversees and manages responsibilities and staffing to support career and career exploration and education of students. Ultimately responsible for the day-to-day operation of the career resource library, with the assistance of other staff. (25%)
3. Provides career planning services to all UF students. Participates in weekly appointments. Conducts career counseling/coaching, supervision sessions and training of staff and graduate students in the career counseling training program. Provides follow-up appointments to help students in their career-decision making and exploration. May administer and interpret a variety of career assessments. Manages the acquisition of and well-rounded career-related information or software/databases to advance students' career development. Monitors the content of the career resource library and recommends additions. (20%)
4. Aids in the Center's effort to coordinate career education and exploration activities, tracking, awareness and reporting across campus. Serves as the liaison to one or more colleges within the University of Florida, focusing on career coaching and employer development and coordination. Delivers outreach presentations to classes, student organizations and faculty and staff representing the Career Resource Center. (15%)
5. Performs other duties as assigned by higher authority and/or Director. (5%)

Advertised Salary:

\$60,000 annually

Minimum Requirements:

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree

in an appropriate area of specialization and six years of appropriate experience.

**Preferred Qualifications:**

Must have demonstrated skills in counseling/coaching, career development, clinical supervision, effective oral and written communications, research and analysis, interpersonal interaction, supervision and management. A working knowledge of computers and word-processing and database management is essential to this unique environment. At least a master's degree in counseling or associated field. Demonstrated ability to lead, manage, work independently and serve as part of team essential. Familiarity with the National Association of Colleges & Employers' (NACE) NACELink & Symplicity Career Services Manager (CSM) system and its family of associated programs is essential to effective direction of the Center's Career Development function. Preferred candidate would have 5-7 years of experience in the career services profession and/or transferable. Years of experience leading a team and managing others are a must.

**Special Instructions to Applicants:**

The Career Resource Center (CRC) provides UF students with individualized career education and connections that enriches their collegiate experience and prepares them for life after graduation. Each year we host career fairs, on campus interviews, workshops and a range of employer programs to help UF students realize their goals after graduation. Call 392-1601, click [www.crc.ufl.edu](http://www.crc.ufl.edu) or visit the CRC on the first floor of the Reitz Union for more information.

The CRC is open Monday – Friday, 8 a.m. – 5 p.m. Employees will be expected to work in the CRC during regular business hours. During the fall and spring semesters staff may occasionally work between the hours of 7:30 am – 7:00pm to assist with special events such as Career Showcase.

This position description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. Critical features of this job are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons.

This position is a repost of Requisition 0906081 from our previous applicant system. Applicants who submitted their application prior to July 9, 2015 are still under consideration and need not reapply.

This position is open until filled. Application review will begin immediately and continue until the position is filled.