

Assistant Director for Career Training/Career Advisor 014062

Purpose of Position:

This position advises students in the undergraduate and graduate programs, and select alumni to maximize their career potential and readiness; creates, manages, and implements programs and mentoring opportunities for these populations; works closely with the Associate Director on all planning and future initiatives. This position also manages student career training programs and initiatives to include the Peer Career Ambassadors Program

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 Human Resources, Higher Education, Counseling, Business, or closely related field.
- 1-3 years experience in a career services, counseling, outplacement, recruiting, HR, or higher education environment strongly preferred.
- Experience developing/presenting workshops, educational or training events; preferably in Liberal Arts

Essential Duties & Responsibilities

A. Career Counseling and Coaching (50%)

- Develops and delivers career counseling and coaching services to students and select alumni from the College of Arts & Sciences
- Utilizes group counseling techniques in working with student populations.
- 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 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.
- Manages Etiquette Dinner programs for the office
- Assists in the manning of campus career fairs each year.

C. Specialized Projects/Other Responsibilities (20%)

- Manages the Peer Career Ambassadors Program and other student career training initiatives
- 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

To be considered, candidates must have:

- 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.

Minimum job application requirements are a Master's degree in Human Resources, Higher Education, Counseling, Business, or closely related field from a regionally accredited institution. Candidates must have at least one year of experience (may include time while earning Master's). Candidates must demonstrate extensive experience with presentations, workshops, educational, or training events, preferably in the liberal arts. Candidates who have two to five years of direct experience will receive preferred consideration.

Recruitment Range \$40,000 - \$41,500

To apply, please go to jobsearch.uncg.edu

EEO/AA/M/F/D/V