Job Title:  Associate Director, Student Engagement
Requisition #:  R102158
Reports To:  Director, University Career Center
Department:  University Career Center
Salary:  $58,200
Benefits:  https://louisville.edu/hr/benefits
External Candidates:  Apply at:  https://uofl.wd1.myworkdayjobs.com/UofLCareerSite
Internal Candidates:  Log into Workday to apply

Anticipated start date no later than January 2, 2024.

FOR FULL CONSIDERATION:
Submit cover letter, resume, and contact information for at least 3 professional references.

Minimum Requirements
Master’s degree in counseling, college student personnel, higher education administration, human resources, or related discipline required. Five years progressively responsible experience in advising/coaching or employment recruiting, and supervising staff.

Preferred Qualifications
Prefer certification in one or more areas related to career assessment and/or career coaching (Strong Interest Inventory, Myers-Briggs Type Indicator, Strengths Finder/Strengths Quest, Global Career Development Facilitation, NACE Coaching Certification, Career Development Facilitator, or Certified Career Counselor).

Job Summary
Lead the Student Engagement Team in providing relevant services to students and alumni, while maintaining the campus and office commitment to access and inclusion. Supervise and evaluate professional career coaches, graduate assistant(s), and peer career advisors. Coordinate career programming for underrepresented student populations and campus identity groups. Engage faculty to incorporate career readiness into curriculum.

Provide individual and group career coaching, educational programming, and faculty networking in assigned academic unit(s). Advising/coaching assignments will include health sciences undergraduate and graduate majors plus preparation for admission to graduate or professional school.
Essential Duties and Responsibilities

Leadership and Supervision - 40%

- Work with Director to ensure the day-to-day operations of student engagement (advising and programs) are functioning according to established policies and procedures.
- Provide supervision and guidance to career coaches, graduate assistants, and peer career advisors.
- Assess individual performance of all staff within functional area.
- Ensure professional advising/coaching staff meet the professional competencies and standards as prescribed by the National Association of Colleges and Employers.
- Set and meet professional objectives that enhance the University Career Center and maintains the professional reputation of the department and the university.
- Lead Student Engagement Team in developing and scaling career programming to meet students’ needs.
- Coordinate staff liaison assignments and programming with identity groups and offices outside of assigned academic areas (e.g., Cultural Center, Porter Scholars, Trio Student Support Services, LGBTQ, Disability Resource Center, Veterans, and Commuter Students).
- Organize staff participation in campus-wide events such as Summer Orientation, Transfer Orientation, and Admission Events.
- Lead the conceptualization and development of educational materials for print and web.
- Engage faculty in the development and delivery of career readiness programming related to the curriculum.

Strategic Planning and Assessment - 5%

- Develop and implement data-driven strategic goals, objectives, and initiatives for the career development needs of students and alumni.
- Collect and assess data related to functional area and provide data for annual reports.
- Evaluate and recommend career assessments, online technologies, and other resources to best support service delivery.
- Establish and measure student engagement goals as part of the Department Assessment Plan for SACSCOC.

Career Coaching - 25%

- Provide individual and group career coaching in assigned areas both in-person and virtually.
- Coach students in the career decision-making process and assist in clarifying goals needed to achieve career plans.
- Administer and interpret career assessment instruments to assist students in identifying and selecting career fields.
- Coach students in developing effective internship and job search strategies targeting their career fields and/or preparation for graduate/professional school.
- Remain current on industry trends in assigned career fields.

Stakeholder Outreach and Career Programming - 25%

- Develop relationships with stakeholders (students, faculty, academic advisors, student organizations, and other campus offices) for the purpose of engaging students in career readiness programming.
- Maintain consistent communication with stakeholders in assigned areas and identify unique ways to scale career resources to students.
- Develop and implement programming for students in assigned career areas, including workshops, presentations, and industry panels on topics such as self-assessment, career exploration, internship searches, job search strategies, researching employers and opportunities, professional development, college-to-career preparation, and graduate/professional school preparation.
Committee Involvement - 5%

- Internal and external committee leadership and engagement. Represent the Career Center, as appointed by the Director, to serve on committees related to a variety of topics such as: assessment, strategic planning, student success, and career readiness. Serve on the Career Center Operations (Leadership) Team and other internal committees.

Competencies

1. Staff management and supervision techniques
2. Current best practices in career development programming, advising, and management
3. Strategic planning and goal development
4. Career theory, counseling techniques, career assessment instruments, methods
5. Career coaching in an individual and group workshop setting
6. Development of educational and/or training programs to meet constituents’ needs
7. Employment trends relevant to today’s college educated workforce
8. Graduate and professional school advising
9. Establish and maintain effective working relations with diverse constituencies
10. Effectively develop and market programs to a wide variety of constituents
11. Enthusiastic personality; excellent interpersonal, written and oral communication skills
12. Clearly communicate ideas, facts, and abstract concepts
13. Excellent customer service skills
14. Effectively prioritize and multi task
15. Effective organizational and time management skills, meet deadlines
16. Strong advocate for diversity
17. Proven ability to work with a diverse student population
18. Research, collect, organize, and maintain accurate information using personal computer, database systems, MS Office Word, Excel, Outlook, university software programs i.e. PeopleSoft, CardSmart (EAB Navigate) Campaign Monitor e-mail marketing, social media (Facebook, LinkedIn, Twitter, and Instagram), Symplicity recruiting software, etc.

Physical Requirements

Requires working in a typical office environment with sitting and regular use of a computer, the ability to see, hear and use office equipment and occasional standing, stooping and lifting up to 20 lbs. May require occasional travel between University buildings to meet with others.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. It is not intended to be an exhaustive list of all duties and responsibilities required of individuals in this job. Other duties may be assigned as determined by management. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of this job.