Reporting to the Director of Employer Relations, the Associate Director, Career Communities/Programs will lead initiatives in support of students and employers, with a specific focus on the College of Arts & Sciences. Consistent with the mission and vision of UCS, the Associate Director develops and maintains collaborative relationships with primary constituent groups, including but not limited to, career services affiliate offices, students, faculty and staff, employers, parents, and alumni.

Responsibilities

Programming and Employer Relations (40%)

- Design and implement events and workshops; and create opportunities for Arts & Sciences students to connect with employers
- Educate students about business careers by coordinating hybrid programs that engage employers, students, and alumni (including case competitions, mock interviews, leadership seminars)
- Develop a comprehensive assessment system for managing learning objectives, tracking learning outcomes, and measuring program impact
- Collaborate with career services affiliate offices, employers and alumni on events to facilitate the holistic career development of students (including programs on topics such as: interviewing, business etiquette, job search strategies)
- Engage employers in programs designed to discuss and reinforce, in a career context, the value of a liberal arts education
- Provide consultation and support to employers who want to post jobs/internships, or build recruiting relationships at the University
- Partner with employers to devise strategies to increase brand awareness on-Grounds; advertise and promote job/internship/programs to Arts & Sciences majors
- Offer support and assistance to Employer Relations team, when needed (with On-Grounds Interviewing, career fair assistance)
- Organize special events, including Career Summits; treks/student trips that introduce students to the wide-array of business oriented careers
- Manage and facilitate UCS Program Requests; serve as presenter, co-presenter for topics that enhance career and professional development
- Partner with student groups and organizations on program requests
- Conduct workshops and presentations for faculty and academic departments

Business Community Leadership / Student Services (40%)

- Support Student Services team by providing general career counseling to students through individual direct student service, and Office Hours (approximately 10 hours per week)
- Establish the Business Community by developing an organizational infrastructure and fostering relationships with alumni, corporate partners, student groups, affiliate offices, and faculty
- Serve as primary liaison from UCS to the Business Community and affiliate career services offices
- Ensure collaboration and communication between career offices specific to Business Community
- Develop resources, and provide suggestions for the overall implementation and integration of the Business Community
- Work with affiliate career services offices and Darden graduate student committee on mentoring program (Darden Mentoring Program) and associated events

Supervision and Assessment (20%)

- Responsible for hiring, training and supervision of staff assigned to support the Business career community
- Participate in new staff orientation/onboarding, provide a framework for the development and evaluation of annual goals and objectives, and conduct annual performance reviews.
- Supports UCS efforts to develop relevant content and more extensively utilize technology in the delivery of student career-related programs and services; makes specific marketing recommendations for reaching students more effectively; in collaboration with other UCS staff provides recommendations regarding priorities for technology service delivery.
Required Qualifications

- Bachelor’s degree with at least 5 years of experience in a student or employee development environment or at least 5 years of business experience
- Proven ability to provide career counseling/coaching in a student or employee development environment
- Outstanding ability to conceptualize, design and implement innovative career development programs appropriate for all levels of undergraduate students seeking careers in all sectors of employment
- Extensive knowledge of state-of-the-art occupational, career and job information resources, technology and materials
- Demonstrated leadership, organizational, research and analysis, and strategic planning experience
- Demonstrated skills in teaching and mentoring that promotes the professional development of career counselors, graduate interns, student leaders, student volunteers or employees
- Strong verbal and written communications skills; excellent presentation skills
- Ability to develop and manage budgets, and direct multiple projects
- Demonstrated program development and event coordination experience
- Proficient computer skills, especially MS Office Suite and Web-based technologies

Preferred Qualifications

- Master’s degree in counseling, student affairs, or related field or Master of Business Administration
- Prior experience with career services management software/technology (ex. NACELink/Symplicity, Experience, etc.)
- Familiarity with career assessment instruments such as the MBTI, and Strong Interest Inventory

The University of Virginia is an equal opportunity and affirmative action employer. Women, minorities, veterans, and persons with disabilities are encouraged to apply.