Assistant Director
University Staff Position #07434
University Career Services (UCS)
University of Virginia

As an Assistant Director in UCS, this individual will spend significant time providing direct services to University undergraduate students on a wide variety of career-related topics and key industries. Direct service delivery includes individual career counseling with students, small group advising, and large group presentations and workshops. The Assistant Director will be an active member of the general advising team but will also contribute to the development of six new Career Communities by engaging in specific industry research and programming. This position will be supervised by the Director for Career Counseling and Advising and work on the UCS Counseling and Advising team. This individual will perform other office and University duties as assigned. Some evening and weekend work is required.

Career Counseling & Advising (60%)

- Provides direct student service through individual appointments, group advising, and walk-in advising. Individual advising involves extensive counseling, coaching, and advising for students at all stages of career development including academic major and career choices, internships, resume writing, industry and employer research, interviewing skills, networking and job search strategies.

- Utilizes a range of counseling techniques and assessments including the Myers-Briggs Type Indicator and Strong Interest Inventory to help students gain clarity of interests and increase career-readiness.

- Teaches portions of career development classes or career exploration and job search workshops, as needed.

- Participates in coordinated efforts to collect and disseminate industry related information to students as part of the Career Communities initiative.

- Contributes to the training and supervision of Career Peer Educators and graduate and undergraduate student employees.

Programming & Communications (30%)

- Contributes to large group programs designed to engage students in the career development process including resume clinics, career conferences, panels, open houses and week-long programming series.

- Partners with members of the counseling team to deliver presentations to incoming first year students in the College Advising (COLA) seminars.

- Develops partnerships and responds to programming requests with student leaders and councils. Connects with student groups to engage students in UCS programs and services.

- Serves on the outreach team, providing workshops and presentations on a variety of career-related topics.

- Develops programs to address emerging needs related to the development of Career Communities; manages logistical details of each program and event.

- Researches, develops and delivers industry-specific panels and programs consisting of faculty, employers, staff, and alumni.

- Utilizes social media and technology to brand career communities and increase awareness of career resources, programs, opportunities, and meaningful connections between students and alumni.

- Represents UCS at programs including summer orientation, recruitment events, open houses, career fairs, and welcome receptions.
Administration and Technology (10%)

- Serves on career work teams to support new initiatives involving career development and implementation of career communities.
- Supports UCS efforts to develop relevant content and more extensively utilize technology in the delivery of student career-related and industry-specific programs and services.

Required Qualifications
- Master's degree
- At least 2 years of experience providing career counseling or advising services in a college/university setting or at least 4 years of career counseling or advising services experience in an industry setting
- Strong customer service orientation; ability to assume responsibility and take initiative
- Proven ability to design and present programs/workshops
- Well-developed organizational skills; ability to manage multiple projects
- Excellent interpersonal and teamwork skills; strong oral and written communication skills

Preferred Qualifications
- Master's degree in counseling, higher education administration or related field
- Entrepreneurial, creative, and innovative spirit; able to adapt to change in a fast-paced environment.
- Multicultural awareness and competence, and ability to work in a diverse environment and serve constituents from a wide variety of backgrounds
- Ability to work effectively with alumni, faculty and employers
- Knowledge in the use of career assessment tools including Myers-Briggs Type Indicator, Strong Interest Inventory
- Knowledge of trends in career development, economy, effective interventions, technology, and higher education networks

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