The Assistant Director, Data Science Career Services will lead initiatives in support of students and employers, with a specific focus on the graduate students in the Master of Science in Data Science (MSDS) Program. Consistent with the mission and vision of University Career Services (UCS), the Assistant 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. This position will be supervised by the Director of Employer Relations in UCS with additional accountability to the Executive Coordinator of the Data Science Institute (DSI). This individual will perform other office and University duties as assigned. Some evening and weekend work is required.

**Programming & Communications (50%)**
- Organizes and conducts large group programs for Data Science students designed to engage students in the career development process including resume clinics, career conferences, panels, open houses and week-long programming series geared toward targeted data science and analytics skills and careers.
- Develops partnerships and responds to programming requests with student leaders and councils.
- Researches, develops and delivers industry-specific panels and programs consisting of faculty, employers, staff, and alumni.
- Utilizes social media and technology to brand career activities and increase awareness of career resources, programs, opportunities, and meaningful connections between students and alumni.
- Represents UCS and DSI at programs including recruitment events, open houses, site/employer visits, career fairs, and welcome receptions.
- Engages employers in programs designed to discuss and reinforce, in a career context, the value of the Data Science program.
- Provides consultation and support to employers who want to post jobs/internships, or build recruiting relationships at the University.
- Partners with employers to devise strategies to increase brand awareness on-Grounds; advertises and promotes job/internship programs to data science students
- Offers support and assistance to Employer Relations team, when needed (with On-Grounds Interviewing, career fairs, job development and site visits).
- Organizes special events including Career Summits, treks/student trips and career fairs that introduce students to the wide-array of Data Science careers.
- Engages with Capstone employers to streamline communication between students, advisors and sponsors, and connects capstone employers with recruiting opportunities.

**Career Counseling & Advising for data science students (30%)**
- Provides direct student service through individual appointments, group advising, drop-ins and MBTI assessments.
- Individual advising involves extensive counseling and coaching for students at all stages of career development including career choices, internships, resume writing, industry and employer research, interviewing skills, networking and job search strategies.
- Teaches and/or facilitates career development classes and workshops.
- Connects with newly admitted students to engage early in the career development process (i.e. summer orientation).

**Administration and Technology (20%)**
- 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.
- Supports UCS efforts to develop relevant content and more extensively utilize technology in the delivery of student career-related programs and services.
- In collaboration with other UCS staff, provides recommendations regarding priorities for technology service delivery.
- Collaborates with Science, Technology and Engineering (STE) community to develop relevant career resources (online/web, branding, etc.).
- Serves as primary liaison from UCS to the Data Science community.
Required Qualifications
- Master’s degree or Bachelor’s degree plus at least five years of relevant experience
- At least 2 years of experience providing career counseling or advising services in a college/university setting or at least 5 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
- Microsoft Office

Preferred Qualifications
- Master’s degree in counseling, higher education administration or related field
- Experience working with students in Data Science or similar fields
- 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 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.*