



UNC CHARLOTTE

Assistant Director, University Career Center, Transfer Career Programs

The University Career Center is seeking qualified and enthusiastic individuals for a recently vacated career counselor/advisor position, due to an internal promotion. The Assistant Director, Transfer Career Programs serves primarily as the liaison to transfer students through their transition to UNC Charlotte, and assists office needs to advise undeclared majors. The incumbent develops and facilitates career outreach programs and provides assistance to transfer students and alumni in all stages of career development. Coordinates with other transfer student program staff on campus. This position provides career counseling to students who are seeking career decision making, experiential learning and job search assistance including review of learning objectives for the 49ership program, resume critiques, resume writing, and mock interviews, and creates and conducts regular classroom presentations and workshops on various career-related topics. Educates and engages students, faculty and employers in active participation of quality experiential learning programs, career planning, and job search assistance through outreach programming. Serving on the Events Team, assists in the planning and coordination of seven career fairs and career events. This position will also assist in publicity development through the website and other communication vehicles. This individual will teach a career-focused freshman seminar course for transfer students and/or assist in the delivery of career modules in all freshmen sections. Reports to Sr. Assistant Director of Outreach and Publicity.

The University of North Carolina at Charlotte:

Over 24, 700 students at BA MS and PhD degree levels, and growing

Beautiful Georgian architectural style in university city area, 20 minutes from Uptown

Dynamic city; reasonable cost of living

Within 2-3 hours of Smokey mountains and beautiful beaches

Nationally recognized career center; great location on campus. Sited in NACE Journal

Center with over 100,000 student contacts a year

Strong experiential learning emphasis

Proactive Team environment with strong caring individual contributors

Part of dynamic Academic Services division, supporting retention and success goals

24 vacation and 12 sick days, tuition benefits and more

Opportunities for association (NACE, SoACE) and other professional development activities

Requires a Master's degree in counseling, college student personnel, communications or related discipline required. Knowledge of counseling theory, career development, co-op and internship programs, legal and ethical issues in the field, job market trends, and network applications important. Experience of 2-3 years in the field of higher education, career services, or counseling required. Demonstrated strong counseling and interpersonal skills as well as organization, teamwork, initiative, strong work ethic, management, marketing, teaching, career technology systems knowledge, teaching, career technology system knowledge, and communication skills critical. Knowledge of and experience with Dreamweaver and *eRecruiting* helpful. Demonstrated strong written and verbal communication skills. Salary is commensurate with experience and qualifications. The University of North Carolina at Charlotte is an Affirmative Action employer. Women, minorities and individuals with disabilities are encouraged to apply. To apply please visit <https://jobs.uncc.edu/> and search for position number 795. The following Application Materials must be attached to your electronic submission: cover letter and resume. Application review begins February 2010 and continues until position is filled. **ONLY ELECTRONIC APPLICATIONS WILL BE ACCEPTED.**

