



SOACE Career Services and Human Resources Job Posting Template

*Name of Organization: Goizueta Business School, Emory University

*Position Title: Associate Director, BBA Career Management Center

Position Function:

Essential Duties and Responsibilities:

In conjunction with the Director BBA Career Management Center (CMC), assists in planning, implementing and evaluating career counseling and placement services for students and alumni. Assists in developing and administering of policies and procedures, counseling students and alumni, presenting programs, and supervising the administrative support staff. Designs systems and reports that will effectively generate information for monthly and annual reports.

o Position is in the BBA Career Management Center, but also works directly with the BBA program office staff and the University Career Center staff.

o Responsible for assisting the BBA program office operations and events including: carrying an academic advising caseload, assisting with graduation and orientation events.

o Drives the career development preparation, advising and resources component of the BBA CMC. Responsible for the management of career services events and projects including:

1. Serves as primary career advisor for BBA students. Provides individual career counseling and assessment
2. Develops, teaches and facilitates career preparation workshops and events including junior seminar topics
3. Oversees other projects as assigned such as: peer coaching program, MBA coaching program
4. Manages career treks to selected cities nationwide
5. Works closely with university career center staff to offer on-campus recruiting interviews, career fairs, and information sessions
6. Creates marketing materials and maintains website
7. Acts as CMC liaison to business student clubs
8. Supervises BBA CMC student workers
9. Responsible for evaluating and purchasing career preparation resources
10. Engage with alumni, staff and faculty to enhance career related opportunities for students
11. Assists Director to manage the overall operations of office
12. Other duties as assigned

Minimum Qualifications:

Preferred Qualifications:

A bachelor's degree in business, student affairs, or a field related to advising area and four years of career planning or related business/industry/college relations experience or an equivalent combination of education, training and experience. Master's degree preferred. Flexibility to work selected evening events and workshops is required.

Salary Range:

Instructions for Applying: Apply on Emory Website:

<http://www.hr.emory.edu/careers/index.html>. Job ID number 17549BR.

*Posting Date: 7/22/10

*Expiration Date: 7/30/10

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URL link directly to Job Announcement: <http://>

<http://www.hr.emory.edu/careers/index.html>. Job ID number 17549BR.

* Indicates a required field