



SOACE Career Services and Human Resources

Name of Organization: University of North Carolina at Charlotte - University Career Center for Work, Service, and Internships

Position Title: Assistant Director, Business Career Advisor

Position Function: The University Career Center is seeking qualified individuals for a Career Advisor position. The Assistant Director, Business Career Advisor serves as the liaison between all undergraduate academic departments in The Belk College of Business and the University Career Center. This position provides counseling to students in the business disciplines who are seeking career decision making, experiential learning and job search assistance for full time, co-op or 49ership positions. Conducts resume critiques, resume writing, mock interviews, and facilitates regular classroom presentations and workshops on various career-related topics. Limited evening and weekend class presentations. Recruits and develops employer relations to support experiential learning and full-time recruiting programs as well as communicates with faculty/staff. Position serves on the Experiential Learning and Recruiting Teams. Supervises graduate assistants and the Business Communication Mock Interview Program. Assist with administration of career assessments (i.e. SII, MBTI). Works directly with employers interested in College of Business students, and administers outreach programs to the College.

Essential Duties & Responsibilities: Essential Duties and Responsibilities: UNC Charlotte University Career Center is seeking qualified and committed individuals interested in joining a state of the art career services center on a beautiful campus of 25,300 students. The Assistant Director, Business Career Advisor serves as the liaison between all undergraduate academic departments in The Belk College of Business and the Career Center. This position provides counseling to students in the business disciplines who are seeking career decision making, experiential learning and job search assistance for full time, co-op or 49ership positions. Conducts resume critiques, resume writing, mock interviews, and facilitates regular classroom presentations and workshops on various career-related topics. Limited evening and weekend class presentations. Recruits and develops employer relations to support experiential learning and full time recruiting programs as well as communicates with Faculty/staff. Position serves on the experiential learning and recruiting teams. Supervises graduate assistants and Business Communication Mock Interview Program. Assists with administration of career assessments (i.e. SII, MBTI). Works directly with employers interested in College of Business students, and creates/carries out outreach programs to the College. Coordinates and assists with office wide career and job fairs, workshops, presentations and/or other UCC events.

Minimum Qualifications: Requires a Master's Degree in student personnel, business, counseling, or related discipline required. Knowledge of career services, counseling theory, student development, co-op & internship programs, legal and ethical issues in the field, job market trends especially in business, and network applications essential. Experience of 2-4 years minimum in the fields of career development/services required.

Preferred Qualifications: Knowledge and experience in academic disciplines/fields for business students. Experience in a comprehensive center, business disciplines, and with Experience Erecruiting helpful. Strong counseling, interpersonal, and organizational skills, as well as attention to detail, teamwork, initiative, strong work ethic, management, marketing, teaching, career technology system knowledge and computer skills (especially Microsoft Word, Excel, PowerPoint, and knowledge of recruiting management software) are necessary. Knowledge of career development theories, career

assessments, and comprehensive career operations are essential. Demonstrated strong written and verbal communication skills.

Instructions for Applying: AA/EOE: 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 791. The following Application Materials must be attached to your electronic submission: cover letter and resume. Application review begins February 15th and continues until position is filled. While the target start date is May 1st, this is negotiable. ONLY ELECTRONIC APPLICATIONS WILL BE ACCEPTED.

***Posting Date:** 1/23/2012

***Expiration Date:** 2/23/2012

***Contact Information:**

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URL link directly to Job Announcement: <https://jobs.uncc.edu/>