

University of Virginia Alumni Association

The University of Virginia Alumni Association is currently seeking a Director, Alumni Career Services Center. Successful candidate will design and provide comprehensive career development services to U. Va. Alumni, alumni spouses, and associate Association members. Services are provided through individual consultations, group workshops and presentations, website, online chats and webinars. Master's degree in Counseling, Human Resource Development or related field required plus at least 5 years of practical work experience at the senior level. Must be proficient in database technology and web-based applications. Experience in web content development and delivery required.

A full job description is attached.

Interested candidates should send a cover letter, resume, and contact information for three references to lif2x@virginia.edu.

JOB DESCRIPTION

Job Title:	Director, Alumni Career Services Center
Full-time/Part-time:	Full-time
FLSA Status:	Exempt
Supervisor:	Managing Director, Alumni Outreach
Date Prepared:	May 15, 2010

GENERAL SUMMARY:

Incumbent designs and provides comprehensive career development services to U. Va. alumni, alumni spouses, and associate Association members: career assessment; career re-entry and transition; job search; graduate/professional school preparation; executive coaching; and retirement planning. These services are provided through: individual consultations; group workshops and presentations; identification/development/dissemination of relevant information resources and marketing materials; website; online chats and webinars; construction/maintenance of partnerships across Grounds with administrators and faculty, and externally with potential employers.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- a. Sets mission, direction and policies of Alumni Career Services program in concert with CEO, CFO and Managing Director of Alumni Outreach. 5%
- b. Conducts individual career consultations and follow-up assignments regarding career direction, graduate school planning, job search, retirement planning, executive coaching. 35%
- c. Effectively markets all services to constituents 5%
- d. Oversees development of online resources including website, social networking, career volunteer database (UCAN), HoosOnline. 25%
- e. Collaboratively works with other career service professionals on- and off-Grounds to provide a broad range of services in a cost-effective manner. Partners with University Career Services and Young Alumni services to make the transition to Alumni Career Services seamless and transparent after graduation and beyond. 10%
- f. Identifies, reviews and makes available a variety of online and printed career information resources for all constituents. 5%
- g. Develops and presents on- and off-Grounds workshops and programs which address career-related topics. 5%
- h. Regularly reviews client demographics, activity levels and program effectiveness and uses analysis to improve service delivery. 5%
- i. Targets/develops/presents special programs to 4th year U.Va. students to build awareness and future utilization of ACSC (with Membership and Young Alumni) 5%

EDUCATION:

1. Master's degree in Counseling, Human Resource Development or related field required. Significant years of experience in the field can suffice as well.

EXPERIENCE:

1. At least 5 years of practical work experience at the senior level of a career services program, including strategic planning, program development, staffing, collaboration, marketing and budgeting required.
2. At least 3 years of practical work experience in adult career advising required.
3. At least 5 years of demonstrated experience in developing and sustaining collaborative relations with key colleagues across organizations/department/divisions required.
4. At least 2 years of experience working with employers in the recruiting process or within a corporate setting preferred.
5. At least 3 years of experience working with students/alumni on graduate/professional school application process required.

6. Demonstrated skill and experience utilizing pertinent technology and resources to develop informational, promotional, and marketing materials required.
7. Ability to utilize and teach job search and career management tools—programming, print and online - required.
8. At least 3 years of experience administering and interpreting career assessment inventories (MBTI, SII) required.

SKILLS/CERTIFICATIONS:

1. Intermediate/advanced proficiency working with personal computers and related hardware/software.
2. Intermediate/advanced proficiency in word processing, spreadsheet, presentation, graphics, and database software required.
3. Proficiency utilizing Internet browsers as a resource to identify statistics, trends, and demographic information required.
4. Proficiency in utilizing MS Access.
5. Proficiency utilizing BSR/Advance and CPP instrument scoring software.
6. Well-developed understanding of database technology and web-based applications. Experience in web content development and delivery required.
7. Educational and/or training certification (master's level degree and courses in psychometrics) to administer MBTI and SII instruments.

SUPERVISION:

One part-time administrative staff member (20 hrs/wk.) reports to this incumbent.

ABILITIES:

1. Willingness to participate in ongoing professional development via: meetings with other career development professionals (e.g., UCS staff) and professional conferences related to career development or alumni relations. The incumbent will periodically attend continuing education/conferences/seminars to remain current in career development, technology, and/or marketing
2. Must demonstrate excellent communication and consultation skills.
3. Must be able to communicate with/work with a number of different constituencies: faculty, administrators, students, alumni, alumni spouses, and employers.
4. Must possess strong interpersonal skills as well as public-speaking ability.
5. Must have well-developed collaboration and negotiation skills.
6. Must be able to work with multiple clients with diverse needs simultaneously; capable of dealing professionally with interruptions and unexpected situations.
7. Must be able to build, advocate for, and stay within an annual budget.

8. Must be able to build a departmental strategic plan and marketing plan under the overall Association umbrella.

COMPETENCIES:

1. Works within approved budget; develops and implements cost-saving measures; contributes to profits and revenues; conserves organizational resources.
2. Treats people with respect; keeps commitments and inspires the trust of others. Upholds organizational values.
3. Maintains confidentiality; listens to others without interrupting; remains open to others' ideas and tries new things.
4. Speaks clearly and persuasively in positive or negative situations; demonstrates group presentation skills.
5. Writes clearly and informatively; presents information effectively.
6. Responds promptly to customer needs; solicits customer feedback to improve service.
7. Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions and uses reason even when dealing with emotional topics.
8. Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data.
9. Works proactively to establish trust and build relationships with clients.
10. Represents the U. Va. Alumni Association in a professional and competent manner with internal and external audiences.

CONTACTS:

1. Internal U. Va. Alumni Association staff: CEO, CFO, Managing Director – Alumni Outreach, Membership, Reunions, Alumni Activities, AIGs, Records, Accounts Receivable.
2. Internal to University - Continuing Education & Professional Education; Development & Public Affairs; Constituent Relations; School of Engineering; Darden School of Business; McIntire School of Commerce; School of Nursing; University Career Services; Curry School of Education; Faculty; Human Resources; Faculty and Staff Career Services; Graduate Arts & Sciences Career Services.
3. External – U. Va. Alumni Members/Alumni Spouses; Alumni Families; Current and prospective U.Va. students; other university/college alumni career services professionals; Human Resource directors and hiring managers of hiring organizations.

ENVIRONMENTAL/WORKING CONDITIONS:

Fast-paced office environment. Incumbent occasionally required to lift and/or move computers, copiers, 8-foot tables, and display boards. Requires occasional evening hours.

OTHER: