

Duke University
Division of Student Affairs
Career Center
Associate Director Position Description

Official Job Title: Associate Director, Student Affairs
Working Title: Associate Director – Graduate Services, Career Center
Job Code/Level/Family: 2583 / 13 / 33
Department: University Career Center
Supervisor: Assistant Vice President & Fannie Mitchell Executive Director
Position Status: Regular; Full-time; Exempt
Staff Supervision: Supervises (3) Assistant Director (direct report) positions
Schedule Note: Ability to work occasional evenings and weekends (workshops and events) and travel for conferences, events, and relationship development.

Scope of Responsibilities:

The Associate Director, Student Affairs for Graduate Career Services is responsible for the development and leadership of Graduate student professional development services for the Career Center at Duke University. The incumbent will provide the vision to ensure that Duke Graduate students have the opportunity to explore career options and develop career decision-making skills. The incumbent leads and oversees efforts to design, deliver and evaluate services, programs that support the acquisition of professional development skills and knowledge, as well as self assessment and understanding. The Associate Director provides leadership in the development of institutional and external partnerships and communication necessary to meet these goals. The Incumbent has oversight responsibility for the Graduate Career Center team and collaborates in the management and development of budgets and funding sources for the Career Center.

The Associate Director is a member of the Career Center Leadership Team. The incumbent manages three professional staff members. This position is responsible for developing the strategic plan for graduate student career services. Associate Directors share responsibility for promoting and interpreting the vision of the Career Center within their respective areas, and for continuous improvement toward the goals of the Center.

The Associate Director, Graduate Student Services provides:

1. Strategic direction for graduate student professional development.
2. Management of the graduate team and its integration within the Career Center and the Graduate School.
3. Oversight of new initiatives to meet the needs of graduate students.
4. Leadership of the development of a comprehensive career curriculum for PhD and appropriate Masters degree students.
5. Leadership for the Career Center in vision and management of assessment initiatives.
6. Leadership for the Career Center in the articulation and incorporation of a full range of teaching and training modalities, as appropriate, across the CC curriculum.

Duties:

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1. Supervision: Hire, develop, train, evaluate, and supervise staff, ensuring that work performed is of high quality, is done in the most effective way, and contributes to the goals of the Career Center. Build a motivating and supportive work environment, which recognizes and nurtures the diversity of people and ideas.	30
2. Curriculum and Program Development: Work with the graduate team to develop a plan and curriculum for graduate student professional development; including a One Year Model, Two Year Model, 5-9 Year PhD Models.	15
3. Service Delivery: Provide counseling/coaching, workshop delivery, and educational content.	15
4. Assessment and Data Collection: Oversee, develop, implement and manage assessment activities for the Career Center, including the collection of qualitative and quantitative information, the development and monitoring of statistical reports, institutional research outcome reports; Conduct benchmarking to assess and evaluate peer initiatives and make recommendations for change consistent with the office mission. Continually keep up with new developments in the industry and useful resources.	15
5. Network & Employer Development: Build constituent relationships across campus with a focus on; colleagues in the professional schools, graduate faculty and departmental staff, Graduate School, Graduate School Student Affairs Team, graduate student groups, Post-Doctoral Programs, the OneDuke community, Fuqua Regional Centers, and Institutes / centers on campus. Participate in committees and task forces designed to improve the quality of service to Graduate Students. Contribute to the Employer Relations team's development of graduate student-focused alumni and company relationships, targeted corporate relations activities, and experiential opportunities.	10
6. Teaching & Training: As excellence in teaching and training techniques for individuals and groups continues to grow and transition, the Associate Director will lead the CC in the development, implementation, and assessment of the most effective teaching and training modalities for all of the Career Center communities	5
7. Leadership: Play a proactive role in management meetings and goal setting for the Career Center. Work with the Leadership team to develop and implement strategic plans for the professional development of graduate students that support the mission of the Career Center.	5
8. Professional Involvement: Represent Duke University Career Center in local, regional, national and global associations; NACE and Graduate Career Consortium. As appropriate, engage in the leadership of the professional community.	5

General Qualifications:

A Master's Degree and four years' relevant experience is required. Doctorate and four or more years related experience strongly preferred, including at least 3 years of management experience. Demonstrated leadership, management and strategic skills, along with knowledge of the career and professional development needs of graduate students at highly selective institutions is essential, as is familiarity with testing instruments and career resources.

Additional Job-Specific Skills and Competencies:

- Ability to build constructive and successful relationships with staff, students, faculty, and other constituents.
- Ability to solve problems and make decisions in a timely and effective manner, using technology where appropriate.
- Ability to project and manage budgets.
- Ability to design processes and structures that support the work of the office.
- Ability to create a developmental, goal-oriented, motivating, and balanced work environment.
- Ability to manage changing technologies, social media, and communications.
- Ability to gather, analyze and manage data, and to present such information in person, at workshops and in reports.
- Ability to develop and use assessment in decision making.
- Sound judgment, team management, communication and interpersonal skills.
- Ability to speak persuasively in small and large groups.

Divisional Professional Competencies:

Knowledge, skills and attitudes related to:	Basic	Interm	Adv	N/A
Provision of counseling and advising support, direction, feedback, critique, referral and guidance to individuals and groups.			X	
Design, implementation, and critique of qualitative and quantitative AER (assessment, evaluation and research) analyses and use of AER processes and the results obtained			X	
Creation of learning environments enriched with diverse views and people; ability to actively participate in creating an institutional ethos that accepts and celebrates differences among people, helping to free them of misconceptions and prejudices			X	
Understanding and application of ethical standards to one's work; ability to integrate ethics into all aspects of self and professional practice			X	
Understanding of the history, philosophy and values of the profession of student affairs from which current and future research and practice will grow		X		
Effective application of administrative and managerial strategies and techniques associated with:				
- Selection, supervision, motivation, and formal evaluation of staff			X	
- Conflict resolution and management of the politics of organizational discourse			X	
- Facilities management and management of sustainable resources		X		
- Technology use			X	
- Crisis management		X		
- Budgeting and management of financial resources		X		
- Fund-raising	X			
- Risk management		X		
- Strategic planning			X	
Policy development and compliance processes used in various contexts, the application of legal constructs, and the understanding of governance structures and their effect on one's professional practice		X		
Leadership in both in an individual capacity and within a process of individuals working together effectively to envision, plan, and effect change in organizations and/or respond to internal and external constituencies and skills			X	
Maintaining emotional, physical, social, environmental, relational, spiritual, and intellectual wellness; being self-directed and self-reflective; maintaining excellence and integrity in work; being comfortable with ambiguity			X	
Understanding the concepts and principles of student development and learning theory including the ability to apply theory to improve and inform student affairs practice as well as understanding teaching and training theory and practice		X		