Duke University
Division of Student Affairs
Career Center – Assistant Director
Exempt Position Description

Official Job Title: Career Specialist, Sr. Career Services - Student Affairs
Working Title: Assistant Director, Employer Relations – Career Center
Job Code/Level/Family: 2545 / 11 / 33
Department: University Career Center
Supervisor: Associate Director for Employer Relations
Position Status: Regular, Full-time, Exempt position
Staff Supervision: Two direct reports – Recruiting Coordinator & Program Support Specialist
Schedule Note: Ability to work occasional evenings and weekends (career fairs, workshops, events) and travel for conferences, events, and relationship development. Some overnight travel may be required.

Scope of Responsibilities:

The Assistant Director, Employer Relations reports to the Associate Director, Employer Relations. The incumbent manages two support staff on the Employer Relations team. The incumbent is also responsible for tracking the employer development work accomplished by Assistant Directors (counselors) in their assigned career fields to achieve the Employer Relations Team’s goals of the Center. The position also shares in the advising of students and implementation of programs related to employment. Providing direction and support to student-workers assigned to the Employer Relations Team is expected.

The Assistant Director, Employer Relations, provides:

1) Direction and support for the development and implementation of campus recruiting strategies and processes, while working with employers to enhance the effectiveness of the recruiting of Duke students.
2) Strategic direction for employer retention efforts, and the solution to problems, which impede the stewardship and building of relationships.
3) Leadership in recruiting initiatives and events, including career fairs, the on campus recruiting program and the Diversity Networking Dinner, to increase the number of hires for employers.
4) Education for all Career Center staff on employment trends that have the potential to affect Duke, or Duke students/graduates.
5) Advising of students on their job and internship searches.
6) Support to other teams within the Career Center on major projects.
Duties:

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<td>1.</td>
<td>Events &amp; On Campus Recruiting: Manage the planning and implementation of the on-campus recruiting program, career fairs (virtual and in-person), and networking events.</td>
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<td>2.</td>
<td>Employer Relationships: Take personal responsibility for building and stewarding critical relationships with employers. Provide leadership for the Career Center regarding employer-sponsored events and assess the value of consortia events and take action as necessary.</td>
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<td>3.</td>
<td>Counseling/Advising: Provide advice to students/graduates in areas relating to the job search, e.g., preparation, research, negotiation, interviewing. Ensure quality of workshops on employment issues conducted by other staff. Develop plans to ensure that students represent themselves and Duke well, both in writing and in person.</td>
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<td>4.</td>
<td>Supervision: Has functional supervision of staff, ensuring that work performed is of high quality, is done in the most effective way, and contributes to the goals of the Center. Build a motivating and supportive work environment, which recognizes and nurtures diversity of people and ideas.</td>
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<td>5.</td>
<td>Networks: Build constituent relationships across campus, including colleagues in professional schools, faculty and student groups. Build and nurture relationships with alumni who can advise students on careers and career-related topics.</td>
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<td>6.</td>
<td>Technology: Ensure that programs use technology to maximum efficiency. Regularly evaluate recruiting system, and make recommendations for change as necessary. Use technical resources to generate leads for employer recruitment (e.g. e Recruiting, etc.). Provide direction for the ongoing management of systems to ensure that data is up-to date and accurate.</td>
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<td>7.</td>
<td>Systems and Data collection: Develop, implement and manage employment processes, and measure progress towards goals. Ensure that data is collected, prepared and presented to appropriate colleagues.</td>
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<td>8.</td>
<td>Professional involvement: Represent Duke at local and/or national conferences. Provide leadership to the professional community by developing and promoting new employer initiatives at Duke. Assess and evaluate peer initiatives and make recommendations for change consistent with the office mission. Continually keep up with employment trends and the work world.</td>
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<td>9.</td>
<td>Both domestic and international travel for Career Center opportunity development and employer stewardship.</td>
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General Qualifications:

Minimum qualifications are a bachelor's degree and two years experience in a college or university career services office. A Master’s degree and additional experience is strongly preferred.

Job-Specific Skills and Competencies:

- Ability to build constructive and successful relationships with staff, employers, students, faculty, and other constituents.
- Ability to solve problems and make decisions in a timely and effective manner, using technology where appropriate.
- Ability to design processes and structures that support the work of the office.
- Ability to create a supportive and motivating work environment.
- Ability to gather and manage data, and to present such information in person, at workshops and in reports.
- Sound judgment, team management, communication and interpersonal skills.
- This position requires particularly long hours during the recruiting season and the willingness to travel.
- Ability to speak persuasively in small and large groups.