Scope of Responsibilities:

The Assistant Director for Undergraduate Services in the Career Center with a focus on the First and Second Year Student Initiative will educate and counsel domestic and international students regarding a variety of career and professional development and internship/job search concerns. The incumbent will focus on opportunities to engage first and second year students with the Career Center to initiate career development activities, and work closely with targeted students within the first and second year classes with unique needs. This position will advise undergraduate students across all disciplines.

Assistant Directors in the Career Center are responsible for the development of training, content, resources and events with an emphasis on their industry portfolio. They also contribute to the Center’s development of experiential learning initiatives for students. All Assistant Directors act as a liaison to the appropriate academic and co-curricular communities at Duke University, as well as employers and educational partners locally, nationally and globally.

Duties:

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<td><strong>1. Counseling, Advising &amp; Coaching</strong></td>
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<td>• Provide career counseling, advising, or coaching sessions in person or virtually with a focus on students who are undecided and in transition concerning academic or career direction.</td>
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<td>• Administer career assessment instruments when required.</td>
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2. **Programs & Major Events**
   - Plan, implement and assess programs and special events that facilitate career exploration and skill development.
   - Develop and sustain relationships across the Duke and external community to support the success of programs and events.
   - Coordinate necessary logistics, training and support.
   - Collaborate with internal event/marketing support to ensure effective outreach and promotion.
   - Coordinate and supervise the development and implementation of an undergraduate team liaison partners program.

3. **Educational Content & Resources**
   - Produce written and video contributions for online and print media including the Career Center blog, handouts and guides, email lists and social media outlets.
   - Curate current and high quality content from the web and other sources to produce credible resources useful to staff, students and alumni.
   - Integrate technological resources and platforms including CareerConnections and CareerBeam to support student education and effective use of client and staff time.

4. **Teaching & Training**
   - Create events and workshops that facilitate career exploration and skill development.
   - Present and deliver training through a variety of in-person and digital methods using contemporary best practices.

5. **Innovation & Strategy**
   - Think creatively about the professional development and educational experience for students.
   - Survey trends and challenges that impact your work; make informed recommendations for improvement.

6. **Professional Associations involvement**
   - Represent Duke at local and/or national conferences. Continually keep up with employment trends and the work world.

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Additional Job-Specific Skills and Competencies:

- Verbal and written communication skills including student and business correspondence as well as the ability to use modern communication tools such as blogs, video and social media.
- Strong advising and teaching abilities effective across a diverse and global population particularly in the realms of professional development; career exploration and decision making; and job/internship searches.
- Capacity to balance multiple and varied tasks, meet deadlines, and use well-developed time management and organizational skills.
- Discretion when accessing and handling confidential information.
- Proficiency in Microsoft Word, Excel, PowerPoint and Outlook and ability to learn new technologies.
- Experience with database maintenance and/or familiarity with campus recruiting software, i.e. CSO Research / GradLeaders.
- Ability to work occasional evenings and weekends (career fairs, workshops, events) and travel for conferences, events and relationship development.