Duke University
Division of Student Affairs
Exempt Position Description

Official Job Title: Career Specialist, Sr.
Working Title: Assistant Director, Graduate Career Services, Career Center
Job Code/Level/Family: 2388 / 12 / 33
Department: University Career Center
Supervisor: Associate Director for Graduate Services
Position Status: Regular, Full-time, Exempt
Staff Supervision: No direct reports
Schedule Note: Ability to work occasional evenings and weekends (career fairs, workshops, events) and travel for conferences, events, and relationship development.

Scope of Responsibilities:

The Assistant Director for Graduate Services will deliver counseling, educational and training programs, and administrative services in support of individual students, alumni, academic departments and student organizations. This position is responsible for outreach and relationship development to Master’s and Ph.D. programs at Duke University.

The Assistant Director for Graduate Services will provide one-on-one consultations and group presentations; will plan and host events; will create original media content related to career development for graduate students and alumni regarding a variety of career and professional development and job search concerns; and, will advise students in all discipline areas and will be responsible for developing expertise in a number of industry areas.

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>1. Counseling, Advising &amp; Coaching</td>
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<td>• Provide career counseling, advising, coaching sessions in person or virtually (Skype, phone, email) on career assessment, career decision-making, CV / resume critiques, and job search strategies (both academic and non-academic).</td>
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<td>• Administer career assessment instruments when required.</td>
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2. **Program Management**
   - Create and present career specific events and workshops that cover all aspects of the career development process in order to teach career goals.
   - Provide curriculum content for professional development workshops including academic and non-academic job searches, networking, CV and resume writing, and interviewing.
   - Plan and organize programs that incorporate employers and alumni in Center initiatives.
   - Maintain content and resources that provide employment information e.g., job posting sites, web resources.
   - Develop relationships and collaborate with the advising community including faculty, deans, and colleagues across campus and beyond.
   - Serve as liaison to a segment of the academic community, providing information about the pursuits of graduates in their disciplines; workplace trends and market changes; and planned initiatives of the Graduate Team and Career Center.

3. **Research & Evaluation**
   - Develop procedures to effectively evaluate programs and student services for graduate students.
   - Analyze data and prepare statistical reports as needed.
   - Survey program trends and challenges at similar institutions and make informed recommendations for programming.

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.
   - Produce written and video contributions for online and print media including the Career Center blog, online guides, published handouts 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.

5. **Employer / Alumni Relations**
   - Identify potential employers and build and facilitate connections for graduate students / alumni.
   - Help develop appropriate internship and experiential opportunities for graduate students.
   - Maintain and enhance connections with alumni willing to provide career advice, through visits and phone / email contact.
   - Contribute to the development and maintenance of graduate student newsletter.

6. **Network & Collaboration**
   - Help 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; Fuqua Regional Centers; Institutes and Centers on campus.

- Participate in committees and task forces designed to improve the quality of service to Graduate Students.

General Qualifications:

**Education / Training:** Position requires a Master’s Degree. A degree in counseling, student personnel administration or a related field is strongly preferred

**Experience:** Work requires one year of experience in a placement or other student services function to gain considerable knowledge of career counseling and placement programs.

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.
- Strength developing and sustaining professional relationships with alumni, employers, colleagues, faculty, staff and representing the Career Center and Duke University to internal and external contacts.
- 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. GradLeaders; NACELink / Symplicity.
- Ability to work occasional evenings and weekends (career fairs, workshops, events) and travel for conferences, events and relationship development.