

Duke University
Division of Student Affairs
Exempt Position Description

Official Job Title:	Assistant Vice President, Student Affairs
Working Title:	Assistant Vice President of Student Affairs and Fannie Mitchell Executive Director, Duke Career Center
Job Code/Level/Family:	2346 / 98 / 33
Department:	Career Center
Supervisor:	Vice Provost/Vice President of Student Affairs
Position Status:	Exempt / Full-time / Regular
Staff Supervision:	<i>Direct:</i> Associate Directors (3), Administrative Coordinator (1) <i>Indirect:</i> Assistant Directors (13); Marketing Coordinator (1); Staff Assistant (1); Staff Specialists (4)
Schedule Note:	occasional evenings and weekends

Scope of Responsibilities

The Assistant Vice President of Student Affairs/Fannie Mitchell Executive Director of the Duke Career Center is responsible for the design and implementation of innovative career development strategies and resources for all undergraduate students and for students in The Graduate School at Duke. Through ongoing partnerships with internal and external stakeholders, the AVP plays a highly visible role in identifying and supporting career exploration opportunities across a wide array of sectors and industries. The AVP works in close partnership with faculty, university leadership, student affairs and alumni affairs to enhance existing Duke networks and foster students' ongoing career exploration and competency development. The AVP leads the development of the Career Center's strategic plan and monitors outcome-based assessment to ensure that the plan is aligned with the academic and strategic priorities of the University. In addition, the AVP oversees the Career Center budget, staff recruitment and performance management; supervises the ongoing development of robust career exploration opportunities and employer relations; develops appropriate technology solutions, fundraising strategies and assessment tools to support these goals; and sustains Duke's reputation for excellence in this domain. Provides cohesion and leadership to the OneDuke career advisor network, and advises the VPSA and other University leadership on intersecting career development, fundraising, and partnership opportunities.

Duties

1. Works with staff, students, and key stakeholders across the institution to create a vision and strategic plan for the Career Center and the delivery of dynamic career development resources to undergraduate students and students in The Graduate School. Guide and monitor implementation of strategic plan. Anticipate and articulate student development needs and resource structures in a constantly changing economic environment; translate these needs into programs, partnerships and services that support student internships and career development. Keeps academic leaders abreast of the competencies and skills valued by employers in corporate, non-profit, and public

sectors; national trends around the future of work; and effective programs at other universities. 25%

2. In partnership with VP of Student Affairs, serve as liaison to University leadership, faculty, industry contacts and employers, alumni, parents, University communications and corporate and foundation relations to identify and foster dynamic career exploration and networking opportunities for internship and post-graduate placement. 20%
3. Provides leadership and administrative oversight for the programs, services, operations, and staff of the Career Center. 20%
4. Partners with Deans of Schools and other stakeholders to align University efforts that maintain Duke's position as an innovator of programs that prepare students to adapt to rapidly evolving work environments. 10%
5. Engages innovative strategies to build visibility of the Career Center through outreach, marketing, employer outreach and alumni and parent communication. 10%
6. Serves as a member of the VP's senior leadership team, providing strategic vision and guidance in Student Affairs, including with senior management team, the student affairs parent advisory council, and University Communications. 10%
7. Other duties as assigned 5%

General Qualifications

Master's degree in a relevant field and seven years relevant experience required. Ten or more years of progressively responsible experience in the development and implementation of career services, management, student affairs, human resources and/or the equivalent of these areas is strongly preferred. Experience leading change management and strategic planning, innovative program development and outreach.

Job-Specific Skills and Competencies

- Excellent communication, networking, leadership, presentation and strategic planning skills
- Demonstrated ability to build strong partnerships with university stakeholders or the equivalent, commitment to facilitating growth, inclusion and continuous learning in a diverse workforce and student population
- Proven ability to lead organizational change and generate momentum to achieve common goals
- Demonstrated success in staff supervision and performance management, program management, service innovations, evaluation and assessment.
- Must be knowledgeable about career development strategies, evolving industry recruitment strategies, student development, applied technology, and basic research methodology.

- Able to juggle competing demands and set priorities, make continuous progress toward strategic goals
- A clear commitment to excellence, meaningful inclusion, and fostering the continuous growth and development of students and of staff