Duke University
Division of Student Affairs
Exempt Position Description

Official Job Title: Assistant Director, Student Affairs / Career Center
Working Title: Assistant Director, Undergraduate Services – Pre-Health, Science, and Research
Job Code/Level/Family: 2545 / 11 / 33
Department: University Career Center
Supervisor: Associate Director for Undergraduate Services
Position Status: Regular, Full Time, Exempt position
Staff Supervision: None
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 Undergraduate Services with a focus on the Pre-Health, Science, and Research Industries in the Career Center will educate and counsel domestic and international students regarding a variety of career and professional development and internship/job search concerns. This position will advise undergraduate students across all disciplines and is uniquely responsible for developing expertise in implementing a set of special assignments and events.

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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<tr>
<td>1. <strong>Counseling, Advising &amp; Coaching</strong></td>
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<td>• Provide career counseling, advising, or coaching sessions in person or virtually (Skype, phone, email) on career assessment, career decision-making, resume critiques, and job search strategies.</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.

### 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. **Alumni & Employer Relations**

- Maintain and enhance connections with alumni and employers willing to provide career advice.
- Identify potential employers and build the center’s network of opportunities for students and alumni.

### 6. **Operations**

- Develop procedures to effectively assess special assignments and events.
- Analyze data and prepare statistical reports.

### 7. **Innovation & Strategy**

- Think creatively about the professional development and educational experience for students and alumni.
- Pilot creative approaches that serve clients any time, any place and create an effective on-demand experience.
- Survey trends and challenges that impact your work; make informed recommendations for improvement.
General Qualifications:

Education / Experience

Work requires communications, analytical and organizational skills generally acquired through completion of a bachelor’s degree program. Competitive candidates will have a Master’s degree and at least one year of relevant experience in a university or graduate / professional school career services office.

Additional Job-Specific Skills and Competencies:

• 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.
• 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), NACELink/Symplicity.
• Ability to work occasional evenings and weekends (career fairs, workshops, events) and travel for conferences, events and relationship development.