



Associate Director, Career Services - 23897-1A

Updated: Sep 10, 2021

Location: UC Irvine Campus

Job Type:

Department: Engr DO Grad Student Affairs

Job Opening ID: 23897

Reports To: Director, Graduate and Professional Studies

Working Title: Associate Director, Career Services

Department: Engr DO Grad Student Affairs

Bargaining Unit: 99

FLSA: Exempt

Payroll Job Code: 004509

Job Location: UCI Campus- Irvine

Percent of Time: 100%

Work Schedule: 8-5, M-F

Employee Class: Contract

Position Summary:

Founded in 1965, the Henry Samueli School of Engineering educates more than 4,600 students (3,728 undergraduates and 961 graduates) with an integrative approach that blends fundamentals, research, and hands-on experience. The School's aim is to unleash innovation, create opportunities and inspire ingenuity. The Samueli School's faculty members are leaders in their disciplines who have achieved worldwide recognition for their research and dedicated teaching. The School includes six academic departments. Under the leadership of the Dean the School pursues research that is timely, socially responsible and cutting edge, and works in partnership with industry, state, and federal agencies to promote the transfer of research to applications that benefit society. Current research thrusts include Communications and Information Technology, Energy and Sustainability, Human Health, and Advanced Manufacturing and Materials. The Graduate and Professional Studies' (GPS) serves current and prospective graduate students within The Samueli School of Engineering. From recruitment and admission to graduation and conferral of degrees, this office provides many services, including general counseling and advice. We also collaborate with various departments on student-related issues, and the office

serves as the final school-wide stop for approval of petitions, advancements to candidacy, degree conferrals and other academic processes.

Utilizing a theoretical understanding of career development, advises students/alumni on a full range of career processes, including individual or group advising / coaching, career planning, setting career goals, decision making, and improving job search competencies. Provides a holistic approach to student/alumni career counseling, modifies workshops and presentations as necessary; OR maintains relationships with potential employers, school admissions representatives, and other organizations to establish contacts to meet the career needs of students. Performs independently but may receive guidance in developing new career advising / coaching services and programs. The Associate Director, Career Services for Professional Studies is an experienced, professional position housed within the Samueli School of Engineering's Graduate and Professional Studies to support professional graduate students seeking internship and career positions. This position develops and delivers comprehensive, career management training and career coaching programs. This position is expected to provide expert guidance necessary to assist professional graduate students in attaining their professional career goals, including internships. This position provides career coaching to individuals and groups. The Associate Director, Career Services develops and implements goals, objectives and strategies relating to the career training and coaching programs as well as delivers professional development workshops. The Associate Director, Career Services develops and implements career awareness programming with corporate and alumni speakers and develops materials and resources necessary to support career development. This position partners with the Engineering Development team on the referral of candidates for job openings and manages multifaceted relationships with staff, faculty, alumni, and students. The position may take an active role in local, regional, or national professional associations and organizations in order to build and enhance the reputation of the school and the programs in the corporate community. The Associate Director, Career Services will assist and coordinate the capstone projects in conjunction with the Capstone Project instructors and corporate community. This position will also serve as program advisor backup related to academic advising, enrollment reviews, student progress, and problem solving. This position will also serve as backup and work with the existing team in all aspects of marketing, recruitment, admissions, and yield activities. The Associate Director, Career Services will be an integral part in the Graduate and Professional Studies team.

% of time	Essential Function (Yes/No)	Key Responsibilities (To be completed by Supervisor)
15	Yes	Counsels graduate students and alumnon career options and opportunities, including customized services for specific populations by providing ongoing coaching individually and in groups to ensure that students are effectively prepared for company interactions including interviews, site visits, networking events, internship and job fairs, and corporate information sessions and are on track to achieve their career goals.
10	Yes	Helps clients identify their interests, values, skills, and personalities, and understand how these factors relate to academic / career satisfaction and choices by meeting with students individually to assess and affect their

		readiness to effectively launch and manage their job search or career advancement process.
10	Yes	Uses standard quantitative and qualitative assessments to help clients assess career goals and updates written and electronic career educational resources based on these assessments
10	Yes	Provides guidance to departments / colleges / schools / Executive Committee / faculty on providing resources to meet students' career needs.
	Choose an item.	
	Choose an item.	
10	Yes	Assist and coordinate the capstone projects in conjunction with the Capstone Project instructors and corporate community.
5	Yes	Researches and organizes economic and employment trend data, and designs materials for presentation to students and organization professionals.
10	Yes	Modifies and conducts workshops via the proseminar and presents programs to meet the needs of students regarding topics such as goal setting, career visioning and assessments, action planning, career marketing and professional development planning, resumes and cover letters, networking, interviewing, facing internal / external obstacles, and offer negotiations
10	Yes	Develop, coordinate and host industry/function-specific day-in-the-life seminars, guest speaker events, and mentoring activities via the proseminar.
5	Yes	Develops and implements marketing and outreach programs to promote programs and services.
5	Yes	Identifies personal crisis situations and refers client to appropriate resources.
10	Yes	Maintains and enhances relationships with corporations to develop and modify potential employer resources and facilitates connections between employers and students as well as alumni via the Industry Advisory Board.

Compensation Range:

\$4,458.33 - \$5,020.83

Department Website:

<http://https://engineering.uci.edu/>

Required:

Bachelor's degree and/or 4 yrs of related experience.

Advanced degree in related area and/or equivalent experience/training.

Strong knowledge of career development theories, adult development theory, counseling process, career coaching techniques, career decision making, learning styles, and job search techniques. Thorough knowledge of needs assessment theory, processes, and practice; workshop and program design.

Knowledge of UC programs, career services, employer, alumni, and faculty need and expectations, recruiting and staffing methods, and employment trends.

Ability to design and modify computer applications to meet program needs, problem identification, presentation skills, verbal communication, written communication, and organization skills.

Ability to work with people from diverse cultures.

Strong interpersonal skills are required to establish and maintain cooperative working relationships with a variety of clients at all levels including corporate executives, alumni, faculty, staff, students, and professionals from other institutions and/or professional associations.

Ability to motivate team members and garner support and cooperation to achieve desired outcomes.

Analytical and written skills sufficient to research and develop statistical reports and other publications required.

Preferred:

Demonstrated ability to work in a team with cross-functional team leadership experience preferred.

Extensive knowledge of the entry-level Engineering employment market and industry hiring practices. Ability to think strategically, develop and execute operational plans, and manage multiple projects and priorities.

Ability to work under pressure, with the flexibility to respond to changing priorities and fluctuating workloads.

Skills in organizing work, defining tasks, prioritizing assignments, and following through on all projects independently.

Final candidate subject to background check. As a federal contractor, UC Irvine is required to use E-Verify to confirm the work status of individuals assigned to perform substantial work under certain federal contracts/subcontracts.

The University of California, Irvine is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the [UC nondiscrimination policy](#).

UCI provides reasonable accommodations for applicants with disabilities upon request. For more information, please contact Human Resources at (949) 824-0500.