Recruitment Number: 2020-4940

Reports To: Director

Working Title: Associate Director, Career Services, Professional Master’s and Undergraduate Programs

Cost Center: ENGR DO GRAD STUDENT AFFAIRS

Bargaining Unit: 99

FLSA: Exempt

Job Code: 007965

Job Location: UCI Campus - Irvine

Percent of Time: 100%

Work Schedule: 8-5, M-F

Appointment: Career

Position Summary:

The Associate Director of Career Services for Engineering Professional Master’s and Undergraduate Programs is an experienced, professional position housed within the Samueli School of Engineering to support Professional Master’s programs and undergraduate students seeking internship and career positions. The Associate Director develops and delivers comprehensive, career management training and career coaching programs that provide expert guidance and empowerment necessary to assist undergraduate and professional Master’s students in attaining their professional career goals. The Associate Director develops and implements goals, objectives and strategies relating to the career training and coaching programs; delivers career management workshops, develops and implements career awareness programming with corporate and alumni speakers, develops materials and resources necessary to support career development; partners with the Engineering Development team on the referral of candidates for job openings, manages multifaceted relationships with staff, faculty, alumni, and students; and provides career coaching to individuals and groups. The Associate Director may take an active role in local, regional, or national professional associations and organizations to support the
career advancement of undergraduate and professional Master’s students, and to build and enhance the reputation of the school and the programs in the corporate community. It is expected that the Associate Director would support undergraduate students and Professional Master’s students approximately 50% of their time each.

**Compensation Range:**

$4517.67 per month

**Department Website:**

[http://engineering.uci.edu](http://engineering.uci.edu)

**Required:**

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.

Demonstrated experience in a high level, external client service environment.

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

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

Knowledge of database programs and understanding of social media, ability to effectively use MS Word, PowerPoint, Outlook and Excel.

Bachelor’s degree and/or significant related 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.

Experience in providing professional career coaching.

Ability to work under pressure, with the flexibility to respond to changing priorities and fluctuating workloads.
Analytical and written skills sufficient to research and develop statistical reports and other publications required.

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.

Below are general guidelines on the position's physical, mental, and environmental working conditions. In accordance with applicable state and federal law, UCI provides reasonable accommodations for applicants with disabilities upon request. For more information, please contact Human Resources at (949) 824-0500.

**Physical Requirements:**

- Bend: Occasionally
- Squat: Occasionally
- Crawl: Not Applicable
- Climb: Not Applicable
- Kneel: Occasionally
- Handle Objects: Frequently
- Push/Pull: Occasionally
- Reach Above Shoulder Level: Occasionally
- Sit: Frequently
- Stand: Frequently
- Walk: Frequently
- Use Fine Finger Movements: Frequently
- Carry/Lift Loads up to 25 Pounds: Occasionally
Carry/Lift Loads up to 25-50 lbs: Occasionally
Carry/Lift Loads over 50 Pounds: Not Applicable
Read/Comprehend: Constantly
Write: Constantly
Perform Calculations: Constantly
Communicate Orally: Constantly
Reason and Analyze: Constantly
Chemical/Biological Agent: Not Applicable
Construction Activities: Occasionally
Contact with Water/Liquids: Occasionally
Drive Motorized Equipment: Not Applicable
Confined Spaces: Occasionally
Elevated Work Location: Occasionally
Radioactive Materials: Not Applicable
Temperature Variations: Occasionally
Gas Systems: Not Applicable