Position Vacancy: Career Development Counselor - (#1834)
University of North Carolina Wilmington
Division of Student Affairs  www.uncw.edu/career

Mission: The UNCW Career Center is a comprehensive career counseling and resource center dedicated to empowering students and alumni as active participants in their own career development. Through career exploration and experiential opportunities, students are motivated to expand their knowledge of themselves and the world of work in a dynamic global community. The Career Center encourages exploration of students’ work values, interests, skills and personality as it relates to academic and career planning. With Career Center resources, professional knowledge and support, students become responsible for their transition to productive academic endeavors and satisfying employment. The mission is accomplished through collaboration with students; faculty; staff; local, regional and national employers; and the community. Through the use of emerging technology, the Career Center enhances outreach efforts to engage and consistently inform students about current developments in an ever-changing job market.

Description: The Career Counselor is responsible for counseling services on an individual and group basis with students and alumni. The counselor will work with all majors, but in addition will assume primary liaison responsibilities to specific academic departments. The Career Counselor will utilize interest, values, and personality inventories to assist students with academic and career decisions. This position also will develop and present outreach programming to students in a variety of settings such as classrooms, student organizations, residence halls and other innovative means to connect with students. The counselor also will coordinate and supervise career and employment planning programs and events for students, which will include collaborative efforts with faculty, employers and student groups. Expected start date July 2012.

Responsibilities:
- Counsel with students and alumni, both individually and in groups.
- Counsel declared students with majors in the assigned liaison academic areas.
- Administer assessment instruments and computerized career guidance information as appropriate.
- Market and motivate students to engage early in the career development process by using the Career Center staff, services and programs.
- Present outreach programs and workshops to students in classroom settings, residence halls, and student organizations.
- Develop and update electronic and paper resources for students in liaison areas.
- Contribute to expansion of career exploration tools such as “What Can I Do With A Major In…”
- Coordinate assigned campus career and employment events.
- Assist in campus career and job fairs, workshops, presentations, courses, and other UNCW Career Center events.
- Perform resume critiques and practice job interviews.
- Function as an integral member of the Career Center team.
- Disseminate information on Career Center programs, employment and internship opportunities, and career development activities to students, faculty, staff and employers.
- Develop productive relationships with faculty and staff in liaison areas.
- Collaborate with applicable departments to educate prospective and new students how to access career counseling-related programs and services.
- Meet with prospective and admitted students and their parents/family members during appropriate campus outreach programs.
- Serve on Student Affairs and UNCW committees.
- Collect, record, and prepare monthly, semester, and annual reports, including assessment and learning outcomes data.
Qualifications:

- Master’s degree in Counseling, Higher Education Administration, Education, College Student Personnel or related field. Degree must be received by July 2012.
- One to three years of related experience preferred. Related experience includes positions in a college career center, college counseling center, or a closely related function.
- Ability to effectively counsel college students in all academic areas.
- Understanding of career development theory required.
- Demonstrated ability to utilize assessment instruments and computerized career and employment systems.
- Excellent presentation, communication and organizational skills.
- Demonstrated experience working in a collaborative team environment both internally within a department and externally with other campus departments.
- Ability to work independently and creatively develop programs, solve problems, resolve differences, and contribute effectively to the Career Center team.
- Demonstrated professional and personal commitment to diversity.
- Prefer, but do not require, designation as a National Certified Counselor (NCC) by the National Board of Certified Counselors (NBCC).

University of North Carolina Wilmington

UNCW is a premier comprehensive undergraduate university with a rapidly growing campus community of approximately 13,000 students. The campus is located five miles from the Atlantic Ocean in southeastern North Carolina.

Application Procedure

Priority consideration will be given to those who submit completed applications by April 21, 2012; however applications will be accepted until a successful candidate is identified. To apply, please complete the online application process available at http://consensus.uncw.edu. A letter of application, complete resume and contact information (including e-mail addresses) for three current professional references should be addressed to the Career Development Counselor Search Committee and attached to the online application, not e-mailed, mailed, or faxed. Microsoft Word or Adobe PDF attachments are required. For questions regarding the online application process contact Ann Glossl (glossla@uncw.edu or 910-962-3117).

Under North Carolina law, applications and related materials are confidential personnel documents and not subject to public release. Criminal background checks will be conducted on finalists prior to an offer of employment.

UNC Wilmington actively fosters a diverse and inclusive working and learning environment and is an equal opportunity employer. Qualified men and women from all racial, ethnic, or other minority groups are strongly encouraged to apply.