Assistant Director for Career Development
CBS Student Services

Classification: Student Services Manager 1 (9351M1)

The College of Biological Sciences (CBS) is an academic unit of approximately 2,400 undergraduate students pursuing degrees in the life sciences at the University of Minnesota. The college offers eight majors and ten minors to prepare students to solve biological problems facing our world.

CBS Student Services is a team of 19 professional staff members; each contributing to the shared responsibility of advancing the mission and vision of the college. These staff serve students in three functional areas: academic advising, career coaching, and student engagement. The person in this role will lead a team of three staff focused on career development and support students through programming and one-to-one settings. This role reports to the Assistant Dean for Student Affairs and International Programs.

Summary of Position
The Assistant Director for Career Development plays a key role in executing CBS’ career development programming by developing and implementing learning opportunities, supervising the team of professional career staff, managing employer relations and outreach, and coaching students. As a member of the CBS Student Services leadership team, the Coordinator will have collective responsibility for ensuring exceptional equity-minded student support services that facilitate student retention, degree attainment, and satisfaction.

Principal Duties and Responsibilities

40% - Career Development Unit Leadership
Provide leadership, vision and strategic thinking for CBS career development and oversee programmatic implementation. The assistant director is charged with implementing the values of social equity, relationship-building, and student support towards student career readiness and degree attainment.

- Direct the career development program, which involves preparing students for opportunities post-graduation with career competencies and transition skills through career related programming and one-to-one student support
- Represent and promote collegiate career development by fostering and maintaining collaborative relationships with faculty and staff
- Create and implement innovative programs and services that enhance student retention, degree progress, learning, and satisfaction
- Leads the strategic planning for career team in the areas of career coaching and employer relations
- Facilitate communication of career development achievements to collegiate and external constituents
- Lead on-going assessment and develop strategies (technology, communication, programming) to improve the delivery of career services
- Manage communication of career related information
- Track and summarize data to analyze trends and make recommendations for improvement of office practices
- Provide direction for the employer relations strategic plan

20% - Career Development Team Supervision
Provide leadership and supervision to professional career development staff and manage daily operations and projects of the career function to optimize service to students.
- Supervise career development staff and manage daily operations and projects of the career function to optimize advisor availability and service to students.
- Create and ensure a supportive work environment so that individuals may effectively perform their duties and enhance their professional growth
- Empower career staff to initiate proactive outreach and sustained connections with students in an effort to establish stronger career coaching relationships and services
- Establish expectations for exceptional student service and high quality work
- Ensure ongoing career team growth and development through coaching and support
- Supervise execution of various career project responsibilities
- Guide the hiring, onboarding, training, performance review and promotion processes
- Troubleshoot student issues and act as a first line of consultation for career staff

**20% - Career Coaching**

*The cornerstone of career coaching is the ability to build authentic relationships with individuals with varied backgrounds, perspectives, and identities. The responsibility of this role is to first build relationships, then utilize those relationships to holistically support and guide students and recent alumni who are pursuing a range of careers in industry, research, graduate education, and professional health programs.*

- Provide holistic, inclusive career coaching to CBS students as they learn about careers in the biological sciences and health professions, and pursue experiences that are reflective of their career goals, strengths, values, interests and identities
- Identify student needs by establishing trust and building authentic relationships through both individual one-on-one appointments, drop-ins, telephone, Google Hangouts, group appointments and workshops, including resume review, job search strategies, interview and entrance exam preparation, and salary negotiations, while recognizing and addressing potential challenges/barriers unique to each individual
- Help CBS students understand their possibilities and methods for exploring career options through intentional questioning, guided reflection, and connecting students to relevant resources, tools and action plans
- Educate students on graduate and health professional school preparation, including navigating the application; advise students regarding the timing and readiness of their application
- Provide occupational information regarding careers in the biological sciences
- Conduct mock interviews with students and provide constructive and developmental feedback intended to improve their performance
- Educate students on researching and navigating gap year employment opportunities
- Review personal statements for professional programs and provide feedback on writing style, clarity, flow, and overall quality
- Assist students in handling uncertainty and disappointment, and redefining goals
- Coordinate and deliver workshops with the intent of increasing awareness and involvement in biology and health related experiential learning opportunities
- Serve as a cultural navigator of the world of work and the system of higher education

**10% - Student Services Unit Leadership**

*The assistant director will serve on the CBS Student Services Leadership Team and is responsible for not only representing the functional area but contributing to the leadership initiatives of the office overall.*

- Participate on the CBS Student Services Leadership Team, providing leadership and support to cross-functional area initiatives in a blended student services unit
- Lead and support employee engagement initiatives
- Collaborate with other assistant directors to leverage cross-functional opportunities
- Anticipate issues and research information needed as background for the work of the other unit or collegiate leaders
- Contribute to the strategic planning process for Student Services and ongoing evaluation for improvement of services
10% - Professional Development & Service

- Commitment to ongoing social justice and racial equity work in order to identify, challenge, and remove barriers to access at the individual, community, and system level
- Engage in professional development and service activities related to student career development and the student services profession, within the University of Minnesota community and beyond
- Serve on College and University committees as requested

Minimum Qualifications

- Bachelor’s degree
- At least six (6) years of progressively responsible experience
- Demonstrated leadership experience; supervisory experience or potential for supervision
- Previous experience in an educational setting performing career services or student support activities
- Evidence of effective relationship-building, team-building, and oral/written communication skills
- Ability to effectively communicate across race, class, and culture
- Ability to work well independently and collaboratively
- Demonstrated commitment to applying social and racial equity practices

Preferred Qualifications

- Master’s degree in higher education and student affairs, college student personnel psychology, counseling, social work, or field related field
- Four years of post-Masters work experience in higher education and significant experience in working directly with undergraduates in a career coaching or related capacity
- Familiarity with the challenges and opportunities of working with STEM students
- Knowledge of assessment best practices
- Demonstrated experience in applying a racial equity and social justice lens to create an inclusive office environment and practices
- Demonstrated ability to establish and maintain effective working relationships with a wide range of constituencies (students, staff, faculty)
- Excellent organizational skills, attention to detail, and ability to initiate projects and programs and see them through to completion

How to Apply

- Instructions for using the University's Employment System can be found at the link below: https://humanresources.umn.edu/find-job/using-employment-system
- To request an accommodation during the application process, please e-mail employ@umn.edu or call (612) 624-UOHR (8647).

Application Information

- Funds are available for travel expenses for finalists.
- Starting salary and classification is determined by the candidate’s previous experience, with a focus on experience obtained after conferral of master’s degree. Minimum starting salary of $54,500.
- For more information about working in CBS Student Services, visit: https://z.umn.edu/workingincbs
- The application deadline is February 3, 2020.
- If you have questions, please contact Stefanie Wiesneski (swiesnes@umn.edu).

The University of Minnesota has a wide array of benefits available as a professional and administrative employee, such as:

- University paid contribution (10% of your salary) to your retirement account - vested immediately
- 22 paid vacation days per year, in addition to sick leave and 11 paid holidays
- Reduced tuition opportunities covering 75% of eligible tuition
- Excellent and affordable health care benefits
- Wellness program with opportunity to earn lower health care rates
- Free disability insurance

The University of Minnesota shall provide equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.