



Working Title: Assistant Director, Engineering Student Development

Official title: STUDENT SV PR MGR II(P75NM)

Degree and area of specialization:

MS required, preferably in higher education, engineering or related field

Minimum number of years and type of relevant work experience:

- Requires 2-4 years working in career services in higher education
- Experience presenting and facilitating workshops and programs
- Demonstrated knowledge of student development concepts, theories, and issues pertaining to college students
- Awareness, knowledge, and skills needed to work with others who are culturally different from self in meaningful, relevant, and productive ways
- Experience working effectively in teams and independently
- Strong attention to detail and follow-through
- Ability to manage multiple projects simultaneously
- Preference for individuals with experience in student organization management

Position Summary:

The assistant director is an integral member of the Engineering Student Development team. Position will work with students and employers in direct service and programmatic roles. Key responsibilities in development of career exploration and student organization services for the College of Engineering.

Principal duties:

Career Exploration - 40%

Direct career and major exploration initiatives for the College of Engineering. Develop student programming that explores the connection between major and career/job options. Create student work teams to assist in developing a variety of program structures to meet student need and interest. Work collaboratively with academic advising team to develop and schedule programs. Provide programming for all 12 engineering majors. Coordinate Careers for Engineers and Women in Engineering Series. Develop promotional information, outreach to and recruitment of external participants, and create evaluation tools. Work one-on-one with students deciding between majors. Present career exploration sessions in introductory engineering courses.

Student Organizations - 30%

Direct services provided to over 50 engineering student organizations. Create monthly professional development series for student organizations members. Meet annually one-on-one with leadership from each student organization to assess organization health, functionality, and support needs. Lead monthly president's meeting; develop agenda and content. Provide advice and counsel for student organization leadership to improve diversity and inclusion within organizations. Assist with delivery of College bias literacy training for student organizations. Inform student organizations on campus and College policies and administrative processes. Liaise with College administrative units to advocate for needs of student organizations. Assist organizations with developing fundraising strategies and donor recognition.

Career Services - 15%

Act as lead career coach and advisor for undergraduate students seeking cooperative education, summer internship, full time, and graduate/professional school assignments. Provide drop-in job search advising to all undergraduate majors on resumes, interviewing, negotiating offers, etc. Lead career development and job search seminars, workshops, and panel discussions.

Cooperative Education/Internship Course - 5%

Assist in evaluation of current students on cooperative education and summer internship assignments. Review and critique course submissions in Canvas. Provide feedback to students.



Engineering Advisor Training - 5%

Coordinate monthly site visits to area engineering employers for academic advising team. Provide training for engineering academic advisors on the application of engineering majors to careers.

Other Duties as Assigned - 5%

Position will require night and occasional weekend hours. Programming responsibilities will require evening hours during academic year.

A criminal background check will be conducted prior to hiring.

A period of evaluation will be required

Employee class: Academic Staff

Department(s): ENGR/CAREER SERVICES

Full time salary rate: Minimum \$49,000 ANNUAL (12 months)
Depending on Qualifications

Term: This is a renewable appointment.

Appointment percent: 100%

Anticipated begin date: October 15, 2018

Number of positions: 1

Department Contact:

John Archambault
1410 Engineering Dr.
194 Engineering Drive 1410
Madison, WI 53706

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Phone TTY: 608-263-2473
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HOW TO APPLY:

Please click on the "Apply Now" button to start the application process. To apply for this position, you will need to upload a cover letter and resume, as ONE PDF document.

To ensure consideration, application must be received by: October 5, 2018

If you need to request an accommodation because of a disability you can find information about how to make a request at the following website: <http://www.oed.wisc.edu/478.htm>

NOTE: Unless confidentiality is requested in writing, information regarding the names of applicants must be released upon request. Finalists cannot be guaranteed confidentiality.

UW-Madison is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified individuals to apply.

For more information on the University of Wisconsin-Madison Office of Human Resources please see <http://www.ohr.wisc.edu/>

*For more information on the University of Wisconsin-Madison see our home page at <http://www.wisc.edu/>
For UW Madison Campus Safety Information see <http://www.students.wisc.edu/safety/>*