



**Assistant Director – Advising and Career Center
University of Wisconsin-Parkside**

The University of Wisconsin-Parkside invites applications for the position of Assistant Director – Advising and Career Center.

The Assistant Director will provide leadership within the Advising and Career Center with a primary focus on developing and supervising career development initiatives to meet the needs of students and alumni. The Assistant Director will collaborate with the Director of Academic and Career Advising, Advising and Career Center staff, faculty, campus partners, employers, and community organizations to design, implement, and assess a comprehensive array of career-related services, activities, and programs. Additionally, the Assistant Director will aid in the development and maintenance of corporate and organizational partnerships and will work to increase alumni engagement.

RESPONSIBILITIES

- Assist in the development and implementation of a strategic plan for career services
- Supervise a variety of career development activities and initiatives, including career fairs, recruitment events, workshops, presentations, and networking events
- Advise/coach students and alumni on career options, employment outlook, developing career readiness competencies, and key skills (e.g., resume and cover letter creation, job search strategies, interviewing, networking, creating a personal brand)
- Develop and maintain strong, collaborative relationships with faculty members, academic leadership, various campus partners, and employers
- Office supervision, including having direct supervision of professional and student staff and providing office oversight in the absence of the director
- Other duties as assigned

ESSENTIAL KNOWLEDGE AND ABILITIES

- Ability to plan, organize, and prioritize multiple work assignments and projects, and the ability to adapt to changes in priorities
- Demonstrated ability to communicate effectively across cultural boundaries and work with diverse groups of students, faculty, staff and employers
- Excellent oral and written communication skills
- Current understanding of pertinent career development practices and theories, including NACE career readiness competencies
- Ability to work independently with minimal supervision and as a member of a team
- Strong interpersonal skills and leadership capacity

QUALIFICATIONS

REQUIRED

- Master's degree required
- Minimum 3 years in college or university career services, or related experience
- Minimum 1 year of supervisory experience, experience with supervising professional staff and managing budgets beneficial

SALARY AND BENEFITS

Commensurate with qualifications and experience.

The University of Wisconsin System provides a liberal benefits package, including participation in a state pension plan.

Benefit Details: <https://www.wisconsin.edu/ohrwd/benefits/download/summaries/fasl.pdf>

Total Compensation Estimator: <https://www.wisconsin.edu/ohrwd/benefits/totalcomp/>

REVIEW OF APPLICATIONS

Applications received by **Monday April 15th, 2019** are ensured full consideration. Position is open until filled.

APPLICATION PROCESS

HOW TO APPLY:

All applications are to be submitted electronically through our employment portal.

STEP 1: Please select the applicable link below:

External Applicants: <https://www.careers.wisconsin.edu> (NOT currently employed by the University of Wisconsin System)

Internal Applicants: <https://www.hrs.wisconsin.edu> (Currently employed by the University of Wisconsin System)

STEP 2: Under "Basic Job Search" choose:

- "More Options"
- Job Opening ID: **"15372"**
- "Search"
- Select "Assistant Director – Advising and Career Center"
- Click "Apply"
- You must login before you can apply. Input your "User Name" and "Password" and select "Login"
- If you have not yet registered, click "Register Now" to begin the registration process

STEP 3: Submit application materials

Please be sure to complete all required fields and include all required documents before submitting your application. Once submitted, you will not be able to edit or attach any application materials. **Files must be complete to be considered.** Please include the following documents:

- **Cover letter addressing qualifications**
- **CV/Resume**

You must select "SUBMIT". Selecting "Save" will not forward your application materials to the search committee.

Please be sure to complete all required fields and include all required documents before submitting your application. Once submitted, you will not be able to edit or attach any application materials.

In instances where the Review Committee is unable to ascertain from a candidates application materials whether she/he meets all of the required qualifications, or if all of the application materials are not submitted, they will be evaluated as not meeting such qualifications and may be excluded from further consideration.

LEGAL NOTICES

Employment will require a criminal background check in accordance with the Wisconsin Fair Employment Act. It will also require you and your references to answer questions regarding sexual violence and sexual harassment. ([see TC1 - App. 4 and p. 12](#))

Note: Criminal Background Check - The Department of Workforce Development, Equal Rights Division prohibits employers from using criminal background check information, policies or practices that have a “disparate impact” and is not “job-related and consistent with business necessity” in hiring decisions. All information used to screen or hire job applicants should relate to the duties of the job.

UW-Parkside is an AA/EEO employer: All applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity/expression, disability, or protected veteran status. Individuals from diverse backgrounds are encouraged to apply.

It is the policy of UW-Parkside to provide reasonable accommodations to qualified applicants with disabilities. If you need assistance or accommodation in applying because of a disability, please contact the Office of Human Resources at 262-595-2204. Employment opportunities will not be denied because of the need to make reasonable accommodations for a qualified individual's disability.

In compliance with the Clery Act of 1998, the University of Wisconsin Parkside Crime Statistics Report is available at <https://www.uwp.edu/live/offices/universitypolice/crimestats.cfm>. Call the UW-Parkside Campus Police Office at (262) 595-2455 for a paper copy of the annual report.

THE UNIVERSITY

UW-Parkside is a regional comprehensive university that is committed to accessibility, academic excellence, student success, diversity, and community engagement. This beautiful campus is on 700 acres of woodland & prairie in the heart of the Milwaukee/Chicago corridor, between Racine and Kenosha and near Lake Michigan. The university enrolls approximately 5,000 students, many of whom are first-generation and nontraditional students. UW-Parkside benefits from the diversity of the communities it services in Kenosha, Racine, and Walworth Counties. Kenosha and Racine are small cities that offer tranquility and convenience. The myriad attractions of Milwaukee and Chicago are easily accessible, as is the solitude of the country. UW-Parkside is strongly committed to creating and maintaining a multicultural, pluralistic campus environment.

The tri-county region that comprises the University's primary service area is home to an impressive array of businesses. There are more than 10,000 small businesses in the region, as well as a large number of globally-recognized employers. The college, through its active, engaged Advisory Board, enjoys a close relationship with many of these businesses. For further information regarding the University and community, please see our website at www.uwp.edu.

CONTACT INFORMATION

If you have application questions or need accommodations call or email:

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