

Assistant Director of Graduate Career and Professional
Development
Villanova University

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Job Title	Assistant Director of Graduate Career and Professional Development
Department	
Institution	Villanova University Villanova, Pennsylvania
Date Posted	Jul. 11, 2018
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Educational Services Counseling Services
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Job Description

Assistant Director of Graduate Career and Professional Development

Posting Number: 20181778S

Position Type: Staff

Recruitment Type: Internal/External Applicants

Work Schedule: full-time/12-months

Department: 923-Online MBA

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Position Summary

The Assistant Director of Graduate Career and Professional Development will support the programs and initiatives of the Villanova School of Business Graduate and Executive Programs Office. The Assistant Director will provide career and professional development services for VSB graduate students.

This position will work closely with the Associate Director on the development and identification of resources for graduate students to enhance their professional brand and marketability; and will leverage existing campus resources to aid students in their job search activities. The Assistant Director will develop content and present professional development related programs, workshops, and webinars.

Villanova is a Catholic university sponsored by the Augustinian order. Diversity and inclusion have been and will continue to be an integral component of Villanova University's mission. The University is an Equal Opportunity/Affirmative Action employer and seeks candidates who understand, respect and can contribute to the University's mission and values.

Duties and Responsibilities

Career coaching including resume development, effective job search strategies, and negotiation techniques.

Professional development/programming including the delivery of live and virtual workshops and seminars on a variety of professional development and career topics.

Manage and grow a graduate mentoring program including implementing strategies to continually recruit alumni mentors that represent appropriate industries, professions, geographic markets, and class years.

Partner with the Villanova Career Center to source job leads to the university online portal and alert appropriate student populations to new postings.

Perform additional duties and assist with special projects as needed.

Minimum Qualifications

Bachelors degree required. Experience in corporate recruiting, job placement and/or career counseling/coaching required.

Preferred Qualifications

Bachelors degree in counseling, higher education, public affairs, public policy, or other relevant discipline preferred; graduate degree preferred.



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3-5 years experience in corporate recruiting, job placement and/or career counseling/coaching. Strong functional knowledge of MBA career paths; knowledge of career paths for finance, accounting and analytics professionals.

Demonstrated knowledge of graduate level job search, hiring trends and process management. Knowledge of the Greater Philadelphia area and regional job market/economy; knowledge of more national market.

Demonstrated professionalism in the following areas: written and verbal communication skills; presentation skills; organization and project management skills; relationship building skills; and customer service.

Resourceful team player with the ability to manage multiple responsibilities and stakeholders simultaneously in a fast-paced environment.

Strong written and verbal communication skills.

Physical Requirements and/or Unusual Work Hours

Some evening and weekend hours are required to align with student and employer schedules. Programs and events will be held at Villanovas main campus as well as in Center City Philadelphia at Convene CityView.

Special Message to Applicants

Posting Date: 07/10/2018

Closing Date (12am ET):

Open Until Filled:

Salary Posting Information: Salary commensurate with experience and education.

Salary Band: I

Job Classification: exempt

To apply, visit: [\[url=http://apptrkr.com/1255424\]](http://apptrkr.com/1255424)<https://jobs.villanova.edu/postings/14226>

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can contribute to the University's mission and values. Villanova University is committed to providing leadership in the attainment of equal employment for all individuals. It is the policy and practice of Villanova University to recruit and select applicants on the basis of their qualifications and abilities. This effort is in compliance with all federal and state laws, including Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1975, Executive Order 11246, and the Americans with Disabilities Act.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Please see the job description for contact details pertaining to this university job announcement.