



Assistant Director, Graduate Career Services

www.fordschool.umich.edu/

Job ID: 140158

Job Summary

The Gerald R. Ford School of Public Policy invites applications for our Assistant Director, Graduate Career Services position. Reporting to the Director of Graduate Career Services & Alumni Relations, the asst. director is responsible for leading the career counseling effort for our approximately 230 graduate students. Graduates of the Ford School work at all levels of government, international agencies, non-profits, and the private sector. Graduate Career Services provides high quality information, connections, strategy and support to assist students in their career development, working closely with both employers and alumni to develop strong recruiting relationships between the Ford School and leading policy organizations.

Please Note: A cover letter and resume are required for consideration for this position; include the cover letter as the first page of your resume. Please describe how your skills and experience directly relate to the specific duties and qualification for this position.

About the Ford School

The Ford School is one of the nation's foremost policy schools, housed at one of the world's great public universities. We lead research that illuminates public policy challenges and opportunities. We prepare future policy leaders and analysts for dynamic careers in the public and private sectors here in the U.S. and around the world. We work with policymakers to inform and improve local, state, national, and international policies. We foster dialogue and understanding about the most pressing policy challenges and opportunities of today. To learn more about the Ford School's mission and activities—including our academic programs and research —please visit www.fordschool.umich.edu.

Responsibilities

The Assistant Director will join a dedicated team of career development professionals equally focused on student learning and employment outcomes. The Assistant Director will:

- lead the career counseling function of the office, serving approximately 230 students in the MPP/MPA programs
- oversee peer advising program to provide differentiated service delivery; interview, train, and supervise peer advisors throughout the academic year
- manage the summer internship program, including internship development, administering funding support, and tracking outcomes
- lead the programming function of the office - developing, delivering, and evaluating approx. 40 career-related programs per year

- functionally supervise administrative assistant maintaining content of web pages and online electronic resources, updating alumni data, and supporting employer, alumni, and career programs and events
- update and track first destination employment data using excel
- manage Professional Development Fund to support off-campus activities supplementing curricular and co-curricular professional development
- enhance the Ford School's visibility among target employers through employer outreach travel, cultivation of new employers and coordination of the annual two-day Washington, DC, networking trip and other trips in response to student needs and interest (i.e. Detroit, Chicago)
- develop collaborative programming with Global Engagement Program Manager and Student and Academic Services to prepare students for global internships and travel abroad
- work with Communications and Outreach office to develop and implement an expanded use of social media for the office
- represent the Ford School by participating in the UM career services network and policy school focused professional associations
- assist in providing strategic leadership and direction of the Graduate Career Services office

Minimum Qualifications:

Masters degree in student affairs, counseling or related field including study of career development and counseling theory or the combination of education and experience to provide expert level career advice to our graduate students. Strong counseling skills, with 3-5 years experience working in a college career center or related field. Excellent oral and written communications skills; demonstrated ability to initiate and develop working relationships with students, staff, faculty, and alumni; experience developing and delivering programs; ability to work in a highly collaborative, team-oriented environment; excellent customer service skills; proficiency with Microsoft Office; ability to meet deadlines, prioritize and handle multiple tasks simultaneously.

This position does require some infrequent travel and the ability to occasionally work evening or weekend hours.

Desired Qualifications:

Experience with recruitment services and/or internship programs; familiarity with Symplicity, Access, Excel, or similar systems preferred. Experience/interest in government, international affairs, and/or public policy preferred; international experience desired. Experience in administering and interpreting career development tools (Strengths, MBTI, etc.). Experience using social media in a professional setting.

Application Deadline

This job opening is scheduled to be posted through June 21, 2017. You may apply for the position at <http://umjobs.org/>. Please reference job opening ID: 140158.

The University of Michigan is an Equal Opportunity Employer.