



Position: Assistant Director for the Center for Career, Vocation and Leadership

Department: Academic Affairs

The Assistant Director for the Center for Career, Vocation, & Leadership is responsible for the strategic oversight and operational management of the college's experiential learning initiative (internships, externships, co-ops, micro-internships, practicums) with a primary focus on supporting the function of the Internship Program at the University of Pikeville. This position will play a pivotal role in enhancing student career development by fostering meaningful skill-building experiences that align with academic goals and industry needs.

Responsibilities:

• **Internship Program Strategy:**

- Develop and implement a comprehensive internship program that aligns with the college's mission and student career goals.
- Identify and cultivate relationships with employers to secure high-quality internship opportunities.
- Collaborate with academic departments to integrate internships into curricular and co-curricular programs.

• **Internship Program Management:**

- Manage the entire internship lifecycle, including recruitment, placement, and evaluation.
- Develop and implement a robust internship application and review process.
- Provide guidance and support to students throughout the internship application and selection process.
- Facilitate internship orientation and training sessions.
- Monitor student progress and provide ongoing support and guidance.
- Conduct regular evaluations of the internship program to assess its effectiveness and identify areas for improvement.

• **Employer Partnerships:**

- Build and maintain strong relationships with employers to create sustainable internship partnerships.
- Develop and implement employer outreach strategies to attract new internship opportunities.
- Organize employer information sessions and networking events.
- Collaborate with employers to develop customized internship projects and experiences.

• **Data Analysis and Reporting:**

- Collect and analyze data on internship placements, student outcomes, and employer satisfaction.
- Generate reports and dashboards to track program performance and inform strategic decision-making.
- Utilize data to identify trends and opportunities for program improvement.

• **Student Advising:**

- Provide career counseling and advising students regarding internship opportunities, career goals, and professional development.
- Assist students in developing professional skills, such as resume writing, interviewing, and networking.
- Offer guidance on academic planning and career pathways.

Qualifications:

- Master's degree in higher education, counseling, or a related field.
- Proven experience in career services, internship program management, or related field.
- Strong understanding of industry trends and employer expectations.
- Excellent interpersonal and communication skills, both written and verbal.
- Strong organizational and project management skills.
- Proficiency in data analysis and reporting.
- Ability to work independently and collaboratively.
- Passion for student success and career development.

The University of Pikeville offers a competitive salary commensurate with qualifications and experience. UPIKE offers a competitive benefits package including medical, dental, vision, and life insurance, telemedicine, long term disability, tuition waivers, a 403(b)-retirement plan, and HSA, FSA, & dependent care accounts. UPIKE also offers a generous holiday schedule and paid leave program.

Important Notes: Resume and other application materials will be reviewed to determine if you meet the required qualifications for the position. If it is determined that you meet the required qualifications, your application materials will be used to identify a top group of the most highly qualified candidates. Please, specifically address the qualifications, competencies and desired qualifications in your resume and application materials.

The University of Pikeville is committed to providing a safe and productive learning, living and working community. To achieve this goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial and/or motor vehicle history.

The University of Pikeville is an equal opportunity employer committed to assembling a diverse, broadly trained faculty and staff. The University of Pikeville does not discriminate based on race, ethnicity, color, sex, gender, gender identity, sexual orientation, religion, national origin, age or disabilities in its programs, activities, hiring, or the admission of students.

For more information about the University of Pikeville, please visit <http://www.upike.edu>. Interested applicants should complete the online application by visiting <https://www.upike.edu/offices/human-resources/careers/>. In addition to the application, interested applicants are requested to attach to their application a letter of interest, current resume, and contact information for three to five professional references.