

## **Assistant Director of Internship Programs- Vandiver Center for Career Development**

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**Summary:** Queens University of Charlotte seeks a full-time, experienced Assistant Director to support its university-wide career development office. Reporting to the Executive Director of Vandiver Center for Career Development (VCCD), the Assistant Director assists with the development, implementation, and execution of internship programming (curricular and co-curricular) that supports student and alumni professional development. The Assistant Director's efforts directly impact the university's five colleges and schools and other units on campus. Together with the Executive Director, the Assistant Director will regularly work with deans, faculty, staff, students, alumni, and various administrative units to deliver programming and resources. *This position is exempt from provisions of the Fair Labor Standards Act (FLSA) and is not eligible to earn overtime pay or compensatory time off for additional hours worked.*

### **Essential Duties and Responsibilities** include:

- Support the Queens Internship Program with development, assessment, and implementation of its activities.
- Teach internship and professional development courses as assigned.
- Plan, market and execute career development programming.
- Provide career advising to students and alumni.
- Oversee the work and professional development of a Career Coach.

### **Non-essential Duties**

- Other duties as assigned to meet university and department goals.

### **Experience, Knowledge and Skills Required**

- 2-4 years of direct experience in career services and/or internship program administration within higher education or related field.
- Teaching or similar instruction experience desirable; experience teaching remotely a plus
- Excellent interpersonal, oral, and written communication skills and the ability to cultivate, develop and maintain external relations.
- Proven ability to work across internal departments, quickly establishing rapport with academic and administrative personnel.
- Strong computer skills, including Microsoft Office.
- Ability to interpret and analyze quantitative data and excellent attention to details.
- Ability to work well individually and in team settings.
- Skills in event planning and program management.
- Ability to interact well with students, faculty, parents, staff, administrators, and in public settings.
- Ability to exercise sound judgment in unusual/new situations.
- Ability to work with a diverse population.
- Exceptional organizational skills and the ability to multitask efficiently.
- Bachelor's degree preferred or the equivalent in experience and education; Master's degree in a related field a plus.

## **Application Process**

Qualified candidates should submit the following via email to [hr@queens.edu](mailto:hr@queens.edu) in (.doc) or

(.pdf) format. Incomplete submissions will not be considered.

1. a **cover letter** addressing the position qualifications and your experience
2. current **résumé**
3. **salary requirements**
4. contact information for three professional **references**.

Be sure to include "**AD-VCCD**" and **YOUR NAME** in your email Subject Line.

(**Example: AD-VCCD** Shawn Mullin)

**Applications received by November 15, 2020** will receive first consideration. Queens will continue to accept applications until the position is filled.

### **Physical Requirements** (*with or without reasonable accommodation*)

- *Visual Abilities:* Read reports, create presentations, and use a computer system.
- *Hearing:* Hear well enough to communicate with co-workers, vendors, and students.
- *Dexterity, Grasping, Feeling:* Write, type, and use the telephone, copier, and computer systems.
- *Mobility:* Open files and operate office machines; move between departments and attend meetings across campus.
- *Talking:* Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly.
- *Lifting, Pulling, Pushing:* Exert up to 20 pounds of force occasionally, and/or up to 15 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

### **Work Conditions**

- Work in office environment, involving contact with staff, faculty, vendors, and service providers.
- Work has deadlines, multiple interruptions, high volume and may be stressful at times.
- Occasional requirement to perform work in the evening and/or on weekends to achieve objectives of the position.

### **About Queens University of Charlotte**

Located in the heart of the nation's second fastest growing metropolitan area, Queens University of Charlotte leverages the city's diverse and thriving environment as an extended classroom. Nationally recognized for undergraduate programs in international and interdisciplinary education, Queens blends the best of liberal arts learning with professional preparation and community engagement. Focused on supporting success for diverse learners, faculty build close and collaborative relationships with students and help them build intentional and individualized roadmaps for flourishing at Queens and beyond. At the graduate program level, the University

offers innovative educational experiences that help learners advance professionally and retool for new opportunities. Our environs afford faculty myriad opportunities to advance their own professional growth and teaching and research interests by collaborating with vibrant industry, non-profit, and community organization sectors.

## **Benefits**

Queens offers comprehensive benefits to eligible employees, including: medical, dental and vision insurance, domestic partner benefits, defined contribution (matching) and supplemental 403(b) retirement plans, vacation and generous paid holidays, tuition remission and tuition exchange, Queens-paid life insurance, supplemental life insurance, dependent life insurance, accidental death and dismemberment insurance, flexible spending accounts (medical, dependent care, Health Savings Account), sick leave and long-term disability leave, paid parental leave, FMLA leave when eligible, reduced cost meals at Morrison Dining Hall, employee assistance program (EAP), free access to the Levine Center, wellness programs. In addition, employees may choose benefits such as pet insurance, critical care insurance and legal assistance.

Queens University of Charlotte is an equal opportunity employer and is firmly committed to supporting and celebrating all forms of diversity. Queens does not discriminate on the basis of race, color, gender, sex (including pregnancy, child birth and conditions related to pregnancy or child birth), sexual orientation, gender identity or expression, religion, age, national origin, disability, political beliefs, veteran status, genetic information or any characteristic protected by law in the administration of its educational and admissions policies, scholarship and loan programs, athletic programs, employment and hiring policies, or other University-administered programs.

Any individual with a disability who needs any reasonable accommodation under the Americans with Disabilities Act to apply for a position or otherwise to participate in Queens' job search/selection process should contact the Director of Human Resources at 704.337.2222.

*This description is not intended to be an all-inclusive list of the duties and responsibilities of this positions, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended to describe the general nature of this position.*