

Assistant Director for Experiential Learning
Old Dominion University

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Posted Jun. 5, 2025, set to expire Nov. 1, 2025

Job Title	Assistant Director for Experiential Learning
Department	CAREER DEVELOPMENT SERVICES
Institution	Old Dominion University Norfolk, Virginia
Date Posted	Jun. 5, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Other Administrative Departments Student Affairs
Job Website	https://jobs.odu.edu/postings/23385
Apply By Email	
Job Description	

Job Summary

The Assistant Director for Experiential Learning designs, implements, champions, and evaluates experiential learning programs at Old Dominion University to establish premier forms of experiential learning as critical contributors to students' career readiness. Under the vision and direction of the Associate Director for Experiential Learning, the Assistant Director for Experiential Learning oversees mentorship programs and employer site visits/career treks for Old Dominion University. Additionally, this position oversees other experiential learning programs including (but not limited to) job simulations, job shadowing, informational interviews, transferrable skills development, and networking opportunities.

The Assistant Director for Experiential Learning generates and curates information, resources, programs, processes, and services that increase students' career readiness through experiential

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learning programs and both on-campus and off-campus stakeholders' ability to provide robust, developmental opportunities to ODU students. In addition, the Assistant Director will participate in CCLD services and delivery of programs and support CCLD and SEES strategic goals.

Given the nature of the positions in Student Enrollment, Engagement and Services that provide support to student services and/or student-centered programs, the employee occupying this position may be required to work during a university closing. There may be occasions where the employee will be asked to work during university closings as directed by their supervisor. These instances may include working from a remote location (e.g., telework).

Position Type

FullTime

Type of Recruitment

General Public

Minimum Qualifications

- **Master's degree in Human Resources, Higher Education, Human Services, Counseling, or a related field of study; or a bachelor's degree in Human Resources, Higher Education, Human Services Counseling, or a related field of study with work experience equivalent to a Master's degree.**
- Considerable knowledge of highly effective career coaching or counseling practices and techniques for working with college students, diverse adult learners, and working professionals.
- Understanding of basic event planning processes.
- Working knowledge of career center programs and processes.
- Working knowledge of career development theories, career readiness competencies (NACE), and high-impact career practices (NACM).
- Effective presentation and communication (verbal and written) skills.
- Demonstrated ability to effectively meet deadlines and provide outstanding customer service to varied stakeholder groups.
- Working knowledge of personal computers and network environments; word processing, spreadsheets, database software, electronic mail, internet use, and presentation software.
- The ability to work with current and prospective employers, campus stakeholders, and a diverse student population in one-on-one, small, and large group settings.
- The ability to initiate and maintain relationships with local, regional, national, and international

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employers.

- The ability to support the career exploration and development needs of students and alumni in one-on-one or group settings.
- Basic prior experience providing career coaching or counseling for college students or adult clients.

Preferred Qualifications

Considerable prior experience providing career coaching for college students or adult clients.

Contact Information

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

Contact

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