

Assistant Director for Graduate Student & Alumni
Programs
Old Dominion University

Direct Link: <https://www.AcademicKeys.com/r?job=257910>

Downloaded On: Aug. 9, 2025 1:41pm

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

Job Title	Assistant Director for Graduate Student & Alumni Programs
Department	VP STUDENT ENGAGEMENT & ENROLL SERV
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)	Student Affairs Alumni Relations
Job Website	https://jobs.odu.edu/postings/23386
Apply By Email	
Job Description	

Job Summary

The Assistant Director for Graduate Student & Alumni Programs designs, implements, and evaluates student-facing services and programs to advance student and alumni career readiness at ODU. The Assistant Director designs and executes programs and signature events in support of the Student & Alumni Programs area, focusing on the needs of graduate students and alumni. Additionally, this position will support program that provides career literacy education for campus partners desiring to contribute to the career readiness of ODU students. This position is vital in providing career and professional development for the ODU community to increase the number and quality of educational opportunities available to students.

Assistant Director for Graduate Student & Alumni
Programs
Old Dominion University

Direct Link: <https://www.AcademicKeys.com/r?job=257910>

Downloaded On: Aug. 9, 2025 1:41pm

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

The Assistant Director for Graduate Student & Alumni Programs generates and curates information, resources, programs, processes, and services that increase graduate student and alumni readiness and competitiveness for employment opportunities and experiential education. 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 & 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 currently enrolled in a master's degree program 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 to 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 in one-on-one, small, and large group settings.
- The ability to initiate and maintain relationships with local, regional, national, and international

Assistant Director for Graduate Student & Alumni
Programs
Old Dominion University

Direct Link: <https://www.AcademicKeys.com/r?job=257910>

Downloaded On: Aug. 9, 2025 1:41pm

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

employers.

- The ability to support the career exploration and development needs of students and alumni in one-on-one or group settings.

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

,