



Position Title: Career Coach for Inclusion Initiatives, Center for Career Development & Academic Exploration
Reports to: Senior Associate Director, Academic and Career Exploration
Grade/Classification: MR07/Exempt, full-time staff position

The University of Tennessee, Knoxville invites applications for the position of Career Coach for Inclusion Initiatives in the Center for Career Development and Academic Exploration. (CCDAE)

The University: The University of Tennessee, Knoxville, is the state's flagship research institution, a campus of choice for outstanding undergraduates, and a premier graduate institution. Enrolling over 28,000 students, the campus is located in the foothills of the Great Smoky Mountains and beautiful East Tennessee. As a land-grant university, it is committed to excellence in learning, scholarship, and engagement. In all its activities, the university aims to advance the frontiers of human knowledge and enrich and elevate society. The university values intellectual curiosity, pursuit of knowledge, and academic freedom and integrity.

The Division: The Division of Student Success at UT works to engage each student scholar's experience by supporting their unique strengths and goals. It collaborates with UT faculty and staff to help each student scholar maximize their individual strengths and understand how their strengths contribute to their academic dreams, career paths, and personal well-being. As a member of Student Success, the Center for Career Development & Academic Exploration's mission is empowering student scholars to create and achieve career goals by providing comprehensive career education.

The Department: The center provides comprehensive career development offerings and resources to undergraduate and graduate students from nine academic colleges. Staff is comprised of 22 professional and administrative positions, 4 graduate assistants, 10+ peer career advisors, and several student employees. The CCDAE is committed to diversity and inclusion and helping students explore the impact of identity on career development.

Position Summary: The career coach serves on the Academic & Career Exploration (ACE) team and leads outreach to inclusive student organizations, classes, and campus units; provides identity-specific career development programs and services focused on issues of diversity, equity and inclusion, such as but not limited to, race, ethnicity, gender, sexual orientation, disability, and veteran status; The coach also connects employers that utilize inclusive hiring practices to students and campus community.

Position Responsibilities:

IDENTITY-SPECIFIC CAREER PROGRAMS AND SERVICES:

- Implement programs and provide career development services to address student needs/interests related to diversity, equity, inclusion, and career development including self-advocacy; requesting accommodations in the workplace; disability disclosure process; rights/responsibilities under the law; participating in internship or employment programs; and veteran-friendly employment;
- Create programs that provide opportunities for students to engage with alumni, employers, and other professionals to build connections and skills or to gain experience.

CAMPUS ENGAGEMENT:

- Serve as center liaison to campus community on DEI career initiatives;

- Collaborate with departments such as Student Disability Services, the Office of Multicultural Student Life, First Gen Initiatives, Veteran Success Center, The Pride Center, UT Success Academy, college diversity offices, and inclusive student organizations to co-create identity-specific programming and encourage participation in services offered by the career center.

EMPLOYER RELATIONS:

- Support center's employer development team and initiatives relating to inclusive hiring practices;
- Connect employers that utilize inclusive hiring practices to students and campus community; Encourage participation in programs such as identity specific networking events; lunch and learns, employer of the day, etc.

OTHER:

- Co-chair the center's DEI Committee and assist in the planning of professional development training and DEI activities for center staff;
- Assist with execution of programs and activities consistent with the center's mission including ACE team initiatives, career fairs, assessment, marketing, etc.;
- Engage in professional development activities/trainings/memberships to maintain current knowledge of higher education and employment and industry trends;

Qualifications:

Education

Required: Master's degree at time of hire. **Preferred:** degree in College Student Personnel, Rehabilitation Counselor Education, Mental Health Counseling, Social Work, or related field

Experience

Required: One academic year of experience working with college students or other clients counseling, advising, programming, advocating, or teaching

Preferred: One academic year of experience in higher education in areas such as career development, multicultural student life, student disability services, veteran student services
Experience providing career coaching/advising; Experience working with employers

Knowledge, Skills, & Abilities

Knowledge of sound diversity, equity, and inclusion practices

Ability to work with students from diverse backgrounds

Strong communications skills including interpersonal, oral, written, and listening and the ability to build relationships

Skills to develop and implement engaging student programs

Salary: Low \$40,000s commensurate with experience and accompanied by a university benefits package.

Application Process: A review of all applications begins immediately and continues until position is filled. For full consideration, applicants must apply electronically through the [Taleo](#) system including submission of cover letter, resume, and the names, addresses, and phone numbers of three references.

All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status.

Eligibility and other terms and conditions of employment benefits at The University of Tennessee are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations.

In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University of

Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University.

Inquiries and charges of violation of Title VI (race, color, and national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone (865) 974-2498.

Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.