



### **Instructor/Assistant Director of Professional Readiness Engagement Program (Dean's Office)**

The Professional Readiness Engagement Program (Dean's Office) in the Mitchell College of Business (MCOB), University of South Alabama is seeking an individual for a continuing, non-tenure track Instructor/Assistant Director position beginning July 1, 2017. The position requires a Master's degree in the teaching discipline or a master's degree with a concentration in a teaching discipline (minimum of 18 graduate semester hours in the teaching discipline) within the MCOB from an AACSB accredited institution as approved and accepted by the University of South Alabama and three years of related professional experience in an education or business setting. Teaching or training experience is preferred as is experience in a higher education setting advising students and/or in career services. The successful candidate will also be responsible for teaching courses appropriate to their discipline.

The Professional Readiness Engagement Program (PREP) is a student support initiative in the Mitchell College of Business, designed to meet the professional development needs of undergraduate students majoring in business as they transition into the workplace. PREP provides quality experiential activities, career interest exploration, and advanced educational experiences, including professional development courses, internships and mentoring experiences, and workshops.

The Assistant Director supports the Director of PREP in teaching program courses, developing and implementing unit strategies, and assisting with the following responsibilities:

- Assisting with the day-to-day operations of the undergraduate career preparedness program; which includes teaching, conducting events such as career fairs, lunch and learn events, workshops, and other student engagement activities;
- Recommending career development activities and self-assessment and career-related inventories, providing career advice to students regarding choice of major/minor, assisting with internship and job searches, and graduate school preparation assistance;
- Participating in college fairs and recruiting events across the state;
- Collecting assessment data and preparing assessment reports;
- Conducting employer and student surveys and preparing reports regarding stakeholder satisfaction;
- Establishing and maintaining employer relationships in order to recruit employers to participate in PREP activities and to expand co-op, internship, and job opportunities for business students, conducts site visits to existing and prospective businesses;
- Working with faculty and staff to identify employment and internship opportunities;
- Maintaining PREP employment and internship databases and generating reports upon demand;
- Providing instruction in all PREP Courses. Must be academically qualified to teach in the College;
- Other duties as assigned.

Excellent verbal and written communication skills are required. Communicates by phone or in person with employers, students, administrators, faculty, and staff; regularly writes letters, memos, and reports, participates in state, regional, and national professional associations and attends events and meetings which may require overnight stays; serves on various college and university committees. This

job requires regular and prompt attendance; the ability to work special events beyond 5 pm and additional hours as required.

Please send vita and letter of interest, official transcripts, and three letters of recommendation before June 19, 2017 to Dr. Sonya Clark, Director, Professional Readiness Engagement Program (Dean's Office), Mitchell College of Business, University of South Alabama, 5811 USA Drive S, Mobile, Alabama 36688. Official transcripts must be mailed directly from the registrars' offices; letters of recommendation should be mailed directly from the individuals providing the recommendations.

The University of South Alabama is a comprehensive public institution located on the Gulf Coast in the state's second largest metropolitan area and has an enrollment of more than 16,000 students. Undergraduate and graduate programs are accredited by AACSB International. The University of South Alabama is an EO/AA Employer – Minorities/Females/Veterans/Disabilities/Sexual Orientation/Gender Identity.