

College of Architecture and Planning
Director of Professional Development and Internships

Position Emphasis:

This position is part of the College's Student Services unit. This position is full-time: 40 hours/week. The Assistant Dean of Academic Services and Extended Studies supervises the position.

This position is responsible for college-wide mentoring, internship and professional development programs. The Director will be responsible for evolving existing and developing new programs that provide professional interactions and employment opportunities for students and alumni. The Director will work with community partners to identify, cultivate and promote intern opportunities for CAP students. The Director will manage the mentoring program, train and monitor participants, and look for areas to improve and expand upon existing activities.

This position regularly analyzes the needs of students and professional partners in order to develop new and enhance existing programs that help CAP students gain professional experience and job placement.

The Director provides representation as needed to college's affiliated professional organizations including AIA, ASLA, APA, and NCARB. The Director will also provide support and guidance to CAP professional student organizations while fostering a culture of diversity and inclusion within the student groups.

Examples of Work Performed:

Internships/Mentorships

- Manage CAP student internship and mentorship program, to include students in all CAP programs.
- Principal liaison to campus Experiential Learning Center for undergraduate internships.
- Meet with employers and local professionals in order to develop internship and mentorship opportunities for CAP students.
- Serve as a liaison between the student, internship experience provider and faculty, and troubleshoots any non-academic problems that arise. The director position develops internship opportunities for students; educates students regarding internship policies and procedures; and handles all administrative aspects of the internships.
- Maintain student mentorship and internship rosters.
- Develop and maintain list of professional mentors.
- Coordinate events that help develop and foster the mentoring program. Some examples are mentor recruitment events, mentor/mentee social events and student information sessions.

Events and Program Development

- Plan local professional firm visits for students and faculty.
- Coordinate portfolio night for CAP students.
- Organize CAP Career Fair to include local, regional and national employers.
- Organize professional licensing presentations for CAP students.
- Provide guidance on events to student professional organization to include AIAS, ASLA Students, APAS, Students for Classical Architecture, and the International Design Build Student Organization.
- Help organize and host CAP alumni events.
- Plan and host professional community events at the college.

- Work as a liaison between the CAP faculty and departmental leadership and the professional community. Provide recommendations and contact information for professionals to invite for mid-term and final student reviews.

NCARB Academic Advisor

- Act as CAP's NCARB Architectural Licensing Advisor as part of MArch program accreditation requirement. This may include travel to national conferences and workshops.

Manage Professional Development Activities & Budget

- Work with College leadership to plan and manage professional development, internship and mentorship budget.
- Serve on CAP Professional Development committee.
- Work with CAP Communication Manager to develop and implement social media strategies targeting alumni and the professional community.
- Work with CAP Dean, Department Chairs, and Development Officers to identify potential fundraising opportunities.
- Work with CU Denver Career Center to develop and support a CAP alumni and student jobs board.

Minimum Qualifications

- An accredited professional degree in architecture, design, landscape architecture or planning. (NAAB, LAAB, PAB)
- Minimum three years serving as a mentor to students in the field of architecture, design, landscape architecture or planning.
- At least three years in professional practice in architecture, landscape architecture, planning, or related field.

Preferred Qualifications

- Current membership/affiliation with professional associations in architecture, landscape architecture, and planning is preferred.

Competencies

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Outstanding customer service skills.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.
- Aptitude for teaching and an interest in working with students in both formal and informal settings.
- Familiarity with an academic environment (higher education).
- Excellent oral communication and interpersonal skills; the ability to communicate effectively and work with a variety of individuals and groups at all organizational levels.
- Strong organizational and time management skills. The ability to prioritize work, attend to detail and meet deadlines. Successful experience working with multiple demands.
- A proven ability to evaluate policies and regulations and exercise good judgment in interpretation and application. Ability to analyze different situations and challenges and resolve problems.
- Good writing and editing skills.
- Flexible; collaborative, yet able to work effectively with a high degree of independence. Ability to take initiative, as well as respond to direction.

- Strong grasp of office protocols and professional practices; pleasant, professional demeanor and a service orientation.
- Familiarity with the professional associations in the fields of architecture, design, landscape architecture and/or planning.

Visit <https://cu.taleo.net/careersection/2/jobdetail.ftl?job=15912&lang=en> for the full position description, application requirements and submission information.