



Job Title	Student Career Counselor I, II	Job Code	SD0211, SD0213
Pay Plan	A&P	Pay Grade	16
Union	Non-Union	FLSA Status	Exempt
Job Family	Student Development	Union Code	0
		Subfamily	Career Development/ Placement

Job Family & Subfamily Summary

Student Development & Enrollment Services Professionals develop, implement, facilitate, and evaluate various programs focused on assisting students in successfully integrating into the University environment.

Career Development/Placement Professionals focus on students' career development by working with students, alumni, and/or potential employers. Provide counseling to students, develop programs and activities to assist students with career development.

Job Summary

Delivers targeted services to a growing population of over 60,000 students. Services include career assessment, counseling and advising, presenting workshops and seminars, conducting outreach presentations, managing programs, and development of student resources. Additionally, the Career Development Coordinator works closely with the Career Development Team on special projects and assignments.

Representative Duties

1.

- Provides direct career counseling to individuals and groups to help them make effective decisions regarding academic and professional goals
- Administers and interprets individual personality, interest, skills, and values assessment instruments
- Assists students with job search strategies such as networking, resume writing, and interviewing preparation
- Assigned as a liaison to one or more academic programs, special populations, student organizations or student support offices
- Builds strong relationships with liaison partners and Academic Advisors to form collaborative partnerships that increase the presence of academically imbedded career education and programming
- Develops targeted services along with identification of career-related materials and resources
- Serves on various university committees as needed
- Organizes and/or Conducts outreach presentations, facilitating career related workshops, providing summer orientation support, and helping to implement successful career fairs or special events
- Assists with developing and maintaining information regarding academic/career planning and employment preparation materials
- Collecting and contributing to accurate collection of student data and reporting

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
2+ years of relevant work experience OR 0+ years of relevant work experience with a Master's Degree		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.