Job Classification Specification

Career Counselor

Position Summary (Revised on 03/04/15)

First level Career Counselor responsible for counseling and assisting students and alumni in career planning and development as well as preparing for employment and/or graduate school programs following graduation.

Requires in-depth knowledge and experience. Solves complex problems; takes a new perspective using existing solutions. Works independently; receives minimal guidance. Acts as a resource for colleagues with less experience. Likely to act as an informal resource for colleagues with less experience.

TYPICAL TASKS (These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.)

Provides the full-range of career counseling services. Plans and implements of events and programs.

Represents and promotes the University, college, and career service offices by providing information and presentations to various audiences.

Provides individual and group career counseling for assigned segment of the student population and alumni group, which may include instruction of career courses and interpretation of career assessments.

Educates and coaches students on career planning, job search strategies, resume development, interview techniques, and negotiations.

Plans and executes career services and events such as practice interview events, workshops, or class presentations.

Develops and consults management on the development of marketing and promotion strategies for assigned area.

Oversees and maintains resource library and/or web pages to include guides and tools.

Makes recommendations regarding policies, procedures, and systems to promote efficiency and quality of service when assigned or needed.

Researches market and job trends; keeps abreast of current information and technology
relevant to preparing students for the world of work; and maintains involvement in appropriate professional associations.

Conducts needs assessment and data analysis to determine client and program needs to recommend new programs or classes to meet those needs.

**Operational Role**

Puts into effect what is required by defined job duties and clear objectives following established procedures and protocols; can alter the order in which work is performed but usually not the expected end result which can be improved, but not qualitatively changed.

**Scope of Measurable Impact**

Actions tend to facilitate work outcomes that meet general reporting requirements, internal checks and balances, regulatory guidelines, or similar results that promote the welfare of students, faculty and staff and safeguard the institution by providing necessary inputs to others in the form of information or finished materials.

**Independence and Decision-Making**

Actions tend to be guided by schedules, due dates, and clear deliverables -- supervision only generally occurs when there are repeat problems or missed deadlines.

**Complexity and Problem Solving**

Issues are varied; problems tend to be technical in nature and are solvable through deep technical know-how and imaginative workarounds.

**Required Qualifications**

Master's degree and at least 1 years of related experience; often the senior-most individual contributor in a department to whom other more junior employees go to for technical guidance.

Effective TBD