Job Classification Specification

Career Counselor, Senior

Position Summary (Revised on 3/4/2015)

Second 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. Incumbents at this level independently provide the full-range of career counseling services; provides expertise in specific areas; develops guidelines and procedures to improve efficiency; and provides leadership to first level career counselors.

Recognized as an expert in own area within the organization. Requires specialized depth and/or breadth of expertise. Interprets internal or external business issues and recommends solutions/best practices. Solves complex problems; takes a broad perspective to identify solutions. Works independently, with guidance in only the most complex situations.

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.)

Represents and promotes the University, college, and career service offices by providing information and presentations to various audiences. Presentations often require detailed knowledge and expertise and the ability to handle complex and delicate questions and situations.

Provides individual and group career counseling for assigned segment of the student population and alumni groups. Conducts career assessments and interprets and explains results. May also develops and instructs career skills courses.

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

Designs and implements new services for students, alumni, and/or employer populations to meet current and future needs.

Develops policies, procedures, and systems to promote efficiency and quality of service when needed. May develop or play a significant role in the development of marketing and promotion strategy.

Identifies employer communities to target, and create outreach and plans to build
employer contacts and networks.

Develops and implements employer relations and business development strategies that result in improving the quality and increasing the number of local and national employers.

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

Utilizes specific counseling expertise to mentor less experienced counselors and regularly shares their expertise with colleagues external to their unit.

Plans and oversees major career events.

**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**

Works under general supervision but usually is given the latitude to make decisions on projects that he/she is accountable for delivering on; decisions may involve selecting an approach from among alternatives, timing when certain tasks should be performed, determining how to best use available resources, and other similar choices.

**Complexity and Problem Solving**

Problems are often not solved with strict technical resolution; problem resolution and project completion involve substantial planning and scheduling in order to obtain and align resources when and where needed.

**Required Qualifications**
Master’s degree and at least 3 years of experience. Senior individual contributor who often is a designated lead or who frequently is assigned project leadership roles within a function or similarly-sized organization usually in the same discipline.

Effective TBD