

Career Counselor

Division	Instruction & Student Services	Department	Student/Enrollment Services		
Classification		Revised	n/a		
Supervisor	Philip Weast	Position #		Job Class	

Statement of Primary Purpose

To provide comprehensive career services to enrolled students and short-term academic advising for applicants who are undecided about their program of study.

Classification

Professional

Essential Functions and Responsibilities

- Develop and maintain a comprehensive Career Resource Center
- Administer career interest inventories and personality indicators to assist applicants and enrolled students in their career development decisions
- Offer one-on-one counseling and group sessions for career exploration, resume writing, cover letters, interview and job search techniques, employment application procedures, entrepreneurship, etc
- Track and document the progress of each individual who receives Career Center services
- Maintain a high quality web portal for online resources related to career development and job placement
- Post both position openings and student resumes in an online resource room as well as in the Career Resource Center
- Research and maintain career-specific information
- Nurture existing employer relationships and cultivate relationships with new employers
- Connect with local and regional organizations for support the career development and placement of graduates
- Facilitate appropriate internships, co-op placements and mentoring linkages to assist students in their career development
- Serve as an interim academic advisor for applicants who are undecided about their program of study
- Serve as advisor to the Student Leadership Association

Additional Duties and Responsibilities

- Provide admissions/enrollment counseling as needed during peak service periods
- Conduct post-Accuplacer score/placement conferences as needed with applicants during peak service periods
- Provide specialized enrollment counseling/support services for advisors in the Health Science Division
- Serve as a member of the Retention Committee

Minimum Qualifications

Education	1. Masters Degree in Counseling with an emphasis on Career Counseling
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Career Counselor

Knowledge and Skills	<ul style="list-style-type: none"> ● Administration and interpretation of various career assessment inventories, including electronic versions ● Ability to utilize career planning systems and occupational information ● Excellent oral and written communication skills as well as the ability to do effective, engaging presentations ● Strong interpersonal skills and ability to function as part of a team ● Ability to independently plan, initiate and complete assignments ● Ability to work cooperatively with local and regional organizations ● Basic knowledge of a student information system
Physical Demands	Occasional lifting of recruiting/promotional materials (boxes of catalogs, college display, etc)
Licensing Requirement	None
Working Conditions and Environment (i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.)	
Limited local travel and occasional out-of -area/overnight travel; extended working hours during peak service periods such as registration and drop/add	
Equipment Operation	
Standard office equipment	
This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.	