Career Advisor

Job Code 00001432

**General Description**
Responsible for developing and implementing marketing strategies for the career advising center and for assisting students with developing their job search skills.

**Examples of Duties**
Devise, implement and conduct workshops on topics related to the Career Services Center.
Assist students with resume preparation, interviewing techniques and job search strategies.
Conduct mock “interviews: with students and alumni.
Develop and implement marketing strategies for outreach purposes.
May supervise and evaluate and train student workers.
Assist in conducting assessment activities.
Assist with on-campus recruiting activities.
Perform other duties as assigned.

**Knowledge, Skills, and Abilities**

**Knowledge of:** University, division, and department policies, programs, services, and related matters; assessment principles; student retention factors.

**Skill in:** Preparing correspondence, reports, presentations, workshops, materials, policies and procedures; interacting courteously with students, faculty, parents, and customers; problem solving and decision making; prioritizing workload.

**Ability to:** Understand and interpret office, division, and university policies and procedures; perform basic math; develop presentations and materials related to career services; make effective presentations to groups; create databases and reports; establish rapport with others; explaining services clearly; supervise staff.

**Educational Experience**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**