Career Counselor

Job Code 00001447

General Description
This position will assist the Assistant Director, primarily in counseling students in their career development and decision-making, and contributing to the marketing of those services.

Examples of Duties
Counsel students on career decisions using personal counseling, standardized career tests, and the Career Library.
Compile and maintain case files on students seen.
Maintain statistics on students to provide insight on effectiveness of program.
Promote the department by making presentations.
Assist in the training and appraisal of student workers and graduate students.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: counseling and career development theories; referral resources.

Skill in: preparing and editing clear, concise, and grammatically correct memos, letters, proposals, case notes, and articles; establishing rapport with a variety of clients; prioritizing workload; developing a plan to carryout career decision-making process and referring individuals in Assistant Director’s absence; coordinating events.

Ability to: interpret and explain standardized test results; provide feedback and ideas to maximize people’s career decisions; make presentations; perform basic math statistics; use computer software and email, produce documents and databases, and access the internet.

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