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