



JOB TITLE: Career Counselor
DEPARTMENT: Career and Life Planning
SUPERVISOR: Director of Career Planning
FLSA STATUS: Non-Exempt

MAJOR PURPOSE:

Reporting to the Director of Career Planning & External Workforce Development Partnerships, the Career Counselor has a strong focus on direct service with various constituencies (undergraduate students; graduate students; alumni) and on related career development programming. Develops special population programming to ensure career readiness. Connects CLP department and the classroom experience through academic career readiness, coursework oversight and teaching. Meets regularly with Student Success Staff to connect students with career readiness resources.

This position is 100% in person, on campus. Occasional remote opportunities depending on University needs.

The pay range for this position is generally: \$52,000 - \$58,000 per year. Individual pay is generally determined by a number of factors including job-related skills, experience, internal equity, relevant education or training and location.

ESSENTIAL FUNCTIONS:

- Provide individual and group (in person or virtual) career counseling, guidance and career readiness skill development to students and alumni going into the workplace, including internships and post-graduate employment.
- Work collaboratively with Academic Achievement Center, Student Success and other University staff to serve at-risk (undeclared, international, probationary and/or disabled) and non-traditional students with career development support. Develop, support and promote student engagement in areas related to career development, career readiness, career decision making and future educational plans.
- Assist students/alumni with career readiness skills development such as professional competencies, interview preparation, LinkedIn, résumés and cover letter/personal statements, and other related career/life strategies.
- Manage, administer and interpret standardized assessment instruments to help students explore, identify and clarify best-fit careers.
- Support special population program development for career readiness.
- Support and interface with Jessup Job Board student & alumni users.
- Track, measure and report data on student/alumni engagement and outcomes.
- Design, maintain and teach collegiate level career readiness coursework for the department as needed.

- Recruit, interview, train and support career coursework adjunct faculty as needed.
- Maintain current knowledge of career, labor market and job search trends.
- Recruit, interview, train and supervise department student employee(s).
- Oversee department social media accounts and market CLP services to students/alumni
- Maintain a high degree of discretion dealing with confidential information, referring to the Student Care Team or designated University resource as needed.
- Willingness to work nights and weekends as needed for special events.
- Perform other duties as needed.

QUALIFICATIONS

EDUCATION:

- Master's degree in counseling (with preferred emphasis in career counseling) or a closely related field.

EXPERIENCE/KNOWLEDGE:

- A minimum of two years of professional experience in career counseling, job placement, or educational counseling experience is preferred.
- Experience in counseling, programming, teaching and presenting workshops in small and large group settings.
- Experience teaching in a university setting preferred
- Use of social media and technology in program development and/or execution for marketing, research, communication, and job search.
- Knowledge of Google Apps, Microsoft Office Suite and career-related technologies.

SKILLS/ABILITIES:

- Building rapport with students, faculty, and employers
- Strong verbal and written communication skills
- Excellent written and verbal communication skills
- Attention to detail
- Work independently and as part of a team
- Manage multiple priorities

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of William Jessup University as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions

and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

WORKING CONDITIONS:

The employee is regularly in a typical, air-conditioned office environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors. There are no hazardous or significantly unpleasant conditions.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, crouch and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 30 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

Employee Signature