



## Job Description

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| Position Title   | Career Counselor                |
| Department       | Office of Career Services       |
| Reporting To     | Senior Manager, Career Services |
| Type of Position | Full Time                       |

### **POSITION DESCRIPTION**

The counselor will provide specialized individual and group career counseling to assist students in developing the skills and competencies required for their career interest or field of study. He/she will guide the students and inform them about opportunities related to their career goals, employment, and graduate studies. The counselor will liaise and work collaboratively with faculty and staff to assist with the development of career resources for students. The position requires flexibility with schedule and ability to work evenings and weekends as needed.

### **DUTIES AND RESPONSIBILITIES**

- Preparing students for graduation – helping them focus on developing and enhancing their skills to be ready for internships and employment, entrepreneurship, or graduate school.
- Supporting and guiding students regarding career options, and facilitating them in making career choices.
- Promoting student development and perseverance through individual and group career counseling on career related topics and fields of study.
- Maintaining up-to-date information on careers, occupations, and current employment opportunities and trends.
- Recommending regular workshops to students (and prospective alumni) on a range of career topics and skills including, but not limited to: resume and cover letters, personal statements, written and oral communication, networking, interviewing, employment search engines, job and internship search strategies, leadership and professional development.
- Staying current on academic and professional training programs and best practices in career counseling.
- Presenting info sessions on career-related topics for students on campus.
- Providing support in organizing events and workshops for Career Services, and representing Career Services at external events.
- Developing, updating and maintaining electronic and physical career resources for students, including resources on the career services portal.
- Manage HU Student Employment, processing faculty and staff requests, maintaining student timesheets, and communicating with finance for student employee payments.
- Other duties as assigned.

### **REQUIRED JOB SPECIFICATIONS**

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| Required Qualification | <ul style="list-style-type: none"><li>• A Bachelor's degree in career counseling or related field.</li><li>• A Master's degree in a related field may substitute for 1 year of professional work experience.</li></ul>  |
| Required Experience    | <ul style="list-style-type: none"><li>• 2 years of professional work experience in a college or university setting providing career counseling and development for students and or related experience.</li><li>• Conducting career-related workshops or teaching career-related courses in a higher education setting.</li><li>• Ability to establish interpersonal rapport and relate to individuals from diverse backgrounds and cultures.</li><li>• Ability and willingness to determine and meet the needs of students.</li></ul> |

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|  | <ul style="list-style-type: none"> <li>• Some working knowledge of career assessment tests, for example, Myers-Briggs Type Indicator test.</li> <li>• Experience in planning events and workshops.</li> <li>• Proficient in MS Office, and the ability to learn new software/programs as needed.</li> </ul> |
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| <b>REQUIRED JOB COMPETENCIES (Technical and Soft Skills)</b> |                              |  |
|--|------------------------------|--|
| <i>S#</i>  | <i>Competency</i>            | <i>Criticality (High / Low / Medium)</i> |
| <b>1.</b>  | Counseling Capability        | High                                     |
| <b>2.</b>  | Written Communication Skills | High                                     |
| <b>3.</b>  | Oral Communication Skills    | High                                     |
| <b>4.</b>  | MS Office                    | High                                     |
| <b>5.</b>  | Event Management             | Medium                                   |