



Job Description

Position Title	Career Counselor
Job Grade	M3
Department	Career Services
Reporting To	Manager, Career Services
Date	August, 2016
Type of Position	Regular

POSITION DESCRIPTION

The counselor will provide specialized individual and group career counseling in an effort to assist students in developing the competencies required to become informed about the career options, and opportunities related to their personal and professional objectives, and to make informed decisions concerning career goals. Apart from selecting, administering, and interpreting career assessments, the counselor will also lead workshops and career events, develop and maintain relationships with faculty, staff and employers and assist with the development of career resources for students. He/ She must show initiative, enthusiasm, and dedication to helping students reach their career goals. The position asks for flexibility with schedule and ability to work evenings and weekends as needed.

DUTIES AND RESPONSIBILITIES

- Promoting student development and persistence through individual counseling to students on career related topics.
- Supporting students and alumni regarding career path, major selection, job search strategies, networking, interviewing skills, resumes and cover letter development, graduate school applications, confidence building, and career transitions.
- Synthesizing complex information from a variety of facets of the student's life, meeting students where they required development to help formulate, process and motivate next steps in career development.
- Administering and providing interpretations of Career Assessments; incorporating results into the counseling process to help students understand how their personality and strengths can shape their career satisfaction.
- Keeping current on professional training in and knowledge of best practices.
- Offering regular workshops to Habib University students and alumni on a range of career topics including: career assessments, resume and cover letter writing, LinkedIn, networking, interviewing skills, job and internship search strategies, leadership and professional development.
- Frequently presenting on career-related topics for student organizations and specific classes on campus by faculty and advisor request.
- Responsible for modifying events and workshops based on student, alumni and campus feedback.
- Updating and development of career resources, both physical and electronic, and ensuring resources are current and applicable to student needs. This includes assisting with the maintenance of the resources on the career website, and related electronic job posting system, and communicating with students and academic departments about upcoming events and available positions.
- Maintaining, updating, and organizing the career resource library.
- Together with the Manager Career Services, and Assistant Manager Employer Relations, Career Counselor will review, post and promote student career opportunities.
- Other duties as required/assigned

REQUIRED JOB SPECIFICATIONS

Required Qualification	<ul style="list-style-type: none"> • Position requires a Bachelor's degree in counseling, higher education or related field. • A Master's degree in a related field may substitute for 1 year of professional work experience. • Any combination of relevant education and professional experience may be substituted for the educational requirement on a year-for- year basis.
Required Experience	<ul style="list-style-type: none"> • 2 years of professional work experience in a college or university setting providing career programming and counseling for students and or related experience. • Experience in teaching career-related workshops and career courses for credit in a higher education setting, and planning events and workshops. • Experience and success working with diverse communities, such as minority students, students with varying academic and skill level. • Knowledge of higher education career programs best practices • Working knowledge of career assessment tests, including MyersBriggs Type Indicator

	<ul style="list-style-type: none"> • Knowledge of basic principles and practices associated with personnel management and supervision • Skill in the use of computer software applications such as MS Excel, Access, Word, and Power Point and electronic mail/calendar • Demonstrated interpersonal, written, and oral communication skills • Ability to administer and interpret career assessments. • Ability to initiate, develop and lead effective programs • Ability to plan and execute large and small events • Ability to establish and maintain effective working relationships with faculty, staff and students, outside agencies and other organizations • Ability to instill trust and build consensus • Ability to maintain confidentiality, to the extent allowed by law • Ability to work collegially and collaboratively with diverse internal and external constituencies
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REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Counseling capability	High
2.	Strong Communication Skills	High
3.	MS Office	Medium
4.	Event Management	Medium