



Job Description

Position Title	Career Counselor
Department	Career Services
Reporting To	Senior Manager, Career Services
Date	December 2018
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 candidate will also assist the HOD in developing and conducting skill-development programs and workshops to help students in their career development. 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.
- Keeping up-to-date on Graduate School programs and scholarship information with timelines, and maintaining relevant databases to share the details with students.
- 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.
- Updating digital student profiles based on the data collected during counseling.
- Developing, updating and maintaining electronic and physical career and graduate school resources for students, including resources on the career services portal.
- Assisting the HOD in conducting career-related skill development workshops, including the Career Development Program (CDP) sessions with the HOD and other team members.
- Presenting info sessions on career-related topics for students on campus.
- Staying current on academic and professional training programs and best practices in career counseling.
- Providing support in organizing events and workshops for Career Services, and representing Career Services at external events.
- 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.
- Other duties as assigned.

REQUIRED JOB SPECIFICATIONS

Required Qualification	<ul style="list-style-type: none">• A Bachelor's degree in career counseling or related field.• A Master's degree in a related field may substitute for 1 year of professional work experience.
Required Experience	<ul style="list-style-type: none">• 2 years of professional work experience in a college or university setting providing career counseling and development for students and or related experience.• Conducting career-related workshops or teaching career-related courses in a higher education setting.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Counseling Capability	High
2.	Written Communication Skills	High
3.	Oral Communication Skills	High
4.	MS Office	High
5.	Event Management	Medium
6.	Skills to engage with students from diverse backgrounds	