

# Position Description

**Position Title:** Assistant Director/Career Counselor/Instructor

**Classification:** Unclassified

**Function of Work:** Career development services

**Supervision Received:** Director of Counseling and Career Services

**Supervision Exercised:** Graduate Assistant and student workers

**Qualifications:** Masters in Counseling or related field. Professional licensure must be obtainable

## Responsibilities

- Collaborate in the development of goals and objectives for career services programming;
- Develop, coordinate and implement campus recruiting services/ career fairs;
- Provide career counseling services to students;
- Conduct seminars and presentations on career development topics to the campus community;
- Maintain confidentiality of student records, credential files;
- Serve as an instructor for University Studies 1000;
- Assist with planning and implementation of special activities for the Office of Counseling and Career Services.
- Assist students with problems related to hiring and maintain compliance with office policies, university policies, and federal regulations for hiring practices;
- Assist students in the development of professional credential packets;
- Instruct students about the job search process and train students in proper job search skills;
- Plan, coordinate and evaluate on-campus recruiting programs, working closely with the graduate assistants to market on-campus interviews and to notify campus community about programs and job vacancies;
- Maintain professional licensure, certification and membership in appropriate professional organizations;
- Train and supervise career services graduate assistants to assist students with resume' writing and interview skills;
- Evaluate effectiveness of computer software programs and advise director;
- Develop collaborative relationships with faculty and employers to develop opportunities for students;
- Serve on University committees when requested.
- Participate in professional development opportunities.