Job Template: Career Consultant

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P4: Level Standards

GENERAL ROLE

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence. Positions at this level may supervise student or support employees.

Incumbents:

- Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance.
- Alter the order in which work or a procedure is performed to improve efficiency and effectiveness.
- Recommend or implement modifications to practices and procedures to improve efficiency and quality, directly affecting the specific office operation or departmental procedure or practice.

INDEPENDENCE AND DECISION-MAKING

→ *Supervision Received*

- Works under direction.

→ *Context of Decisions*

- Decisions should involve selecting an approach from among alternatives, timing when certain tasks should be performed, determining how to best use available resources, and other similar choices.
- Decisions require more coordination and collaboration among different sources, taking into consideration the roles and impact on work outside the immediate organization.

→ *Job Controls*

- Has the latitude to make decisions on projects that they are accountable for delivering on.
- Free to plan and carry out all phases of work assignments.
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**COMPLEXITY AND PROBLEM SOLVING**

→ *Range of issues*
  - Assignments are defined as less reoccurring or cyclical tasks, and primarily consist of development or refinement of programmatic or administrative objectives.

→ *Course of Resolution*
  - Resolution and project completion require substantial planning and scheduling within the department in order to obtain and align resources when and where needed.

→ *Measure of Creativity*
  - Problems are not amenable to strict technical resolution, requiring innovative thinking.

**COMMUNICATION EXPECTATIONS**

→ *Manner of Delivery and Content*
  - Regularly provides information on finished materials to others.
  - Diplomatically and effectively deliver information difficult to understand or in contrast with a student or customer's views.

**SCOPE AND MEASURABLE EFFECT**

- Incumbents may supervise a small homogenous department, with proportionate responsibility to perform daily responsibilities similar to the work of subordinate staff.
- Actions typically affect an individual, item, event, or incident, etc.
- Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards.
- Incumbents are typically designated as a lead or frequently assigned project leadership roles within a specific administrative/programmatic function or specialty area.
- Generally have a more direct impact on a larger action or process, such as serving as an approver in a process, where the process is “owned” by a different work unit.
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**GENERAL SUMMARY**

Assists in creating and administering career development programs, activities, and resources. Supports career readiness and prepares students for employment opportunities through departmental and collaborative initiatives.

**REPORTING RELATIONSHIPS AND TEAM WORK**

Works under limited supervision of a supervisor or manager. May serve as in a specialized function for a specific student population.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

*The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.*

- Counsels and advises students in exploring academic majors and associated occupations, developing career-related goals, and learning life-long professional skills.
- Assists in the development and evaluation of career programs and services in accordance with department goals and objectives.
- Recruits students to participate in career development programs through contact with academic departments, informational meetings, and other outreach activities, as appropriate.
- Facilitates presentations and workshops on career preparation and management topics, educating students and promoting services available for career development.
- Manages corporate partner relationships by engaging with local, state, and national employers in order to support career development initiatives.
- Collaborates with faculty and staff, schools and colleges, University offices, and off-campus employers to facilitate career opportunities for students by implementing programs and events.
- Collects relevant data and prepares reports related to departmental programming.
- Serves on campus or University committee(s).
- May oversee student workers and internship programs.
- Performs related work as required.
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**Occupational Group**: Student Programs/Services

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**MINIMUM QUALIFICATIONS**

- Bachelor’s degree in a related field.
- Three to four years of related experience.

**OR**

- Master’s degree in a related field.
- One to two years of related experience.

**COMPETENCIES**

**Knowledge of:**

- Technologies related to career development
- Student development theories
- Experiential learning strategies
- Career advising and support techniques for unique populations
- Current trends in careers and pathways to employment
- Institutional policies and procedures
- Microsoft Office and related software applications

**Skill in:**

- Data interpretation
- Planning and organization
- Advising and counseling
- Developing and maintaining effective and appropriate working relationships both with the university and outside the university
- Critical thinking, problem solving and analysis
- Public speaking and group facilitation

**Ability to:**

- Engage with student populations
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Perform responsible administrative functions
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- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to management