

Job Template: Career Consultant

| | |
|---------------------------|---------------------------|
| Occupational Group | Student Programs/Services |
| Job Family | Advising |
| Job Path | Career Consulting |
| Job Title | Career Consultant |
| Job Category: P | Job Level: 4 |
| FLSA Status: E | Job Code: L11000 |

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.

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- 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.

Job Template

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 TEAMWORK

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

ESSENTIAL DUTIES AND 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).

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- May oversee student workers and internship programs.
- Performs related work as required.

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:

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- 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
- 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