

Job Description

POSITION: Career Development Specialist

CLASSIFICATION: Professional

DEPARTMENT: Office of Career Planning

REPORTS TO: Director of Career Planning

JOB FUNCTION: Plan, organize and provide career counseling services to students and alumni and provide recommendations to be utilized in the decision-making for the implementation of the Career Development Across the Curriculum (CDAC) program.

ESSENTIAL ELEMENTS:

1. Conducts career assessment and counseling services, including individual and group counseling for students from freshman through senior years as well as alumni.
2. Collaborates with faculty members to develop and deliver in-class presentations, career-related course projects, and career advisement information to further implement the Career Development Across the Curriculum and programs focused on the underclassmen population such as The Deciding Program, Achievement Plus, and the MSB Professional Development Program.
3. Directs and counsels' students in developing individualized education and career plans.
4. Utilizes career planning software and occupational information websites to help individuals better understand the world of work and how their individual performances develop their paths.
5. Manages system for the coordinated efforts and referrals to and from various campus resources, such as Academic Skills, Academic Advisement, Counseling Center, the Dean of Students' Office, Hispanic Outreach Program, and faculty.
6. Conducts job-search skill development and strategies with students which include creating resumes, developing cover letters, using technology in the job search, and perfecting interview skills through mock interviews
7. Assists with the development and implementation of programs and workshops, including the Professional Development Seminar Series, Etiquette Workshop, Networking Night, etc.
8. Assists with maintaining and marketing the "Calendar of Events" for the Office of Career Planning.
9. Implements outreach activities such as conducting classroom, residence halls, and other presentations on career-related topics.
10. Analyzes, reviews, updates, and develops career information handouts for academic majors, as well as general topic areas in the Career Resource Center.
11. Supports the Internship Program by meeting with perspective students, disseminating internship information, conducting internship information sessions, and supporting walk-in student traffic.
12. Oversees the Career Management System (Handshake) utilized by the Office to organize and approve events, jobs, internships, and employer requests.

13. Manages and coordinates the use of a variety of career assessments utilized in individual counseling sessions and the Career Development Across the Curriculum courses

NON-ESSENTIAL ELEMENTS :

1. Performs other duties as assigned.

REQUIRED SKILLS, EXPERIENCE AND TRAINING:

Master's Degree in Counseling or an appropriate related field. Two years of applicable experience is preferred. Excellent communication skills with an emphasis on being student centered and a team player. Flexible schedule to include occasional evening hours. Qualified individuals will demonstrate strong communication, presentation, teaching, analytical, and technical counseling skills.

WORKING CONDITIONS:

Typical office working conditions.

CUPA: 412100