

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Career Counselor III

Code: 13110

Salary Grade: 60

FLSA Status: Exempt

Department/Division: Career Services

Reports To: Assistant Director

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## *Summary*

- **Function:** To provide professional career counseling and job search assistance to students and alumni and mentoring to paraprofessional staff, assigned graduate assistants, and Career Counselor I/II staff members.
- **Scope:** Responsible for providing career development and job search services to students and alumni; participating in the planning and development of Career Services policies related to counseling services; and identifying and marketing job opportunities to students and alumni.

## *Duties*

- **Typical:**
  - Training and Education
    1. Provide individual career counseling and guidance, occupational information, professional development assistance, and job search strategies for students and alumni. Develop and implement office-wide services available to students.
    2. Utilize advanced skills and experience to provide career counseling for difficult and hard-to-place students; supervise Judicial Affairs referrals and report follow-up activities.
    3. Provide professional development services to students and alumni such as resume review, job search skills, interview preparation, mock interviews, networking, professional workplace behavior skills, and career event preparation.
    4. Work collaboratively with office staff and service components to ensure smooth office operations.
    5. Actively outreach, recruit and prepare students to successfully participate in the on-campus recruiting program and other career related events.
    6. Supervise and assist Career Counselor I/II staff with the development of workshops and provide guidance regarding the most effective teaching/delivery methods.

7. Conduct professional development and career-related workshops and presentations for student groups in order to assist them in development of employability skills.
8. Provide current information about employment opportunities and labor market trends to students through the use of local, state and federal resources.

#### Employer Relations

9. Assist the Employer Relations team with recruitment and development of new employer contacts; communicate and coordinate contacts and information requests with the Associate Director of Employer Relations.
10. Maintain relationships with employers and internship/co-op sponsors and assist them in locating qualified candidates for job openings.
11. Coordinate employer information sessions with Recruiting Coordinator; assign Career Counselor I/II to attend sessions.
12. Participate in career fairs, on-site employer visits, and university events that increase visibility and awareness of services offered.
13. Use knowledge of resources related to labor and employment laws and guidelines to educate and assist Career Counselor I/II staff. Assess situations involving students and employers for compliance with labor regulations and take action or elevate concerns to supervisor for action or intervention as necessary.

#### Campus/Community Relations

14. Build and maintain strong working relationships with departmental faculty and staff; act as a liaison between academic departments, the colleges, and Career Services.
15. Participate in community organizations and activities to promote Career Services and network with potential employers.
16. Work collaboratively with advising and academic groups to develop and implement services and programs that will enhance retention and graduation rates.

#### Assessment

17. Understand and ethically apply specified theories used in career planning and exploration, i.e. Holland Theory and Jung's Theory of Personality.
18. Administer and interpret assessment tools in career exploration/planning sessions with students to assist them in understanding and articulating their career choices.
19. Conduct co-counseling sessions with Career Counselor I/II staff and students to promote deeper understanding of results of assessment instruments.

#### Administrative

20. Serve in a leadership capacity for Career Counselor I/II staff.
21. Participate in the planning, development, and implementation of Career Center policies related to counseling services.
22. Maintain knowledge and proficiency in the use of student databases used in Career Services.
23. Collect required data and assist in maintaining accurate database information. Prepare monthly reports as assigned.
24. Collect required data for the use in semester and annual reports. Assist in

- writing annual and special reports as requested.
25. Under the direction of the Director, identify, develop, and improve procedural guidelines for Career Services office.
  26. Develop instructional materials and methods of delivery for workshops and events; determine the most suitable and effective method of delivery for targeted groups.
  27. Serve on office, university, and community committees.
  28. Collaborate with all staff to ensure understanding of office procedures and how they interrelate with other office functions.
  29. Maintain knowledge and proficiency in the use of current online tools and resources that assist students with a job search and building a professional network.

Personal Development

30. Seek out and participate in professional development activities to update skills and abilities as a career counselor. Utilize local, state, and professional workshops and seminars, including web casts and online resources.
31. Participate in appropriate and/or recommended professional reading to enhance knowledge of career development and career planning practices; lead monthly professional development discussion group among Career Counselor I/II staff.
32. Participate in mandatory and voluntary university-hosted training and development opportunities that are applicable to the performance of job requirements and compliance.
33. Seek out and participate as a member or officer in professional organizations associated with higher education career development specialties.
34. Stay abreast of current nationwide career development trends and inform Career Counselor I/II staff of trends and changes.
35. Perform additional duties as assigned.

• Periodic:

1. Serve in interim capacity in the absence of the Director.
2. Assist in the review, selection, and implementation of new assessment tools as needed.

***Education***

<b>Required</b>	<b>Preferred</b>
Master's degree from an accredited institution	Masters or Ph.D. in Counseling, Human Resources, or closely related field.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Exceptional knowledge of career counseling techniques, career assessment tools, employment law and regulations, job search	Knowledge of CSO Interfase software and Banner.

strategies, and labor market trends.	
Tact, diplomacy, and discretion required in all matters.	
Must possess outstanding ability to relate well to students and staff, as well as the community.	
Must be an effective communicator.	
Ability to mentor and assist in the training and professional growth of Career Counselor I/II staff and graduate assistants/interns.	
Knowledge of Microsoft Word, Excel, PowerPoint and Internet Explorer.	
Criminal Background Check (CBC).	

***Experience***

<b>Required</b>	<b>Preferred</b>
Five years experience in career counseling at a university, college or adult higher education setting, including two years supervisory experience.	N/A

***Equipment***

<b>Required</b>	<b>Preferred</b>
Personal computer and standard office equipment.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Usual office environment.	Some extended morning and evening hours required. Overnight travel to professional conferences and meetings.

***Supervision***

<b>Received</b>	<b>Given</b>
General supervision from immediate supervisor.	Direct supervision of assigned staff and students.

***Accuracy***

Proficiency in all duties performed.
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***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.