

The University of Texas at San Antonio

Job Description

Job Title: Career Counselor II

Code: 13111

Salary Grade: 59

FLSA Status: Exempt

Department/Division: Career Services

Reports To: Assistant Director

Summary

- Function: To provide professional career counseling and job search assistance to students and alumni in assigned major areas and mentoring to paraprofessional staff, assigned graduate assistants, and Career Counselor I 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 assigned students.

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. Actively participate in office-wide services available to students, including but not limited to general workshops, resume clinics, and walk-in hours.
 2. Utilize advanced skills and experience to provide career counseling for difficult and other hard-to-place students; make referrals to other departments and agencies as needed.
 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. Assist Career Counselor I in 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 to assist 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. Communicate and coordinate employer contacts and information requests with the Employer Relations staff members.
10. Work with Internship Coordinator to develop relationships with employers and internship/co-op sponsors and assist them in locating qualified candidates for job openings.
11. Coordinate, assist, and participate in employer information sessions; outreach to and recruit students to attend sessions.
12. Participate in career fairs, on-site employer visits, and university events that increase visibility and awareness of Career Services.
13. Share knowledge of resources related to labor and employment laws and guidelines with Career Counselor I. Assess situations involving students and employers for compliance with labor regulations; elevate concerns to supervisor for action or intervention as necessary.

Campus/Community Relations

14. Establish and maintain presence in the assigned college and/or Career Services office and provide career development related services.
15. Build strong working relationships with departmental faculty and staff. Act as a liaison between academic departments, the colleges, and Career Services.
16. Work collaboratively with advising and academic groups to provide services and programs that will enhance retention and graduation rates; interact with academic advisors to stay aware of changes in curriculum.
17. Serve on office and university committees as requested.

Assessment

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

Administrative

21. Serve in a leadership or supervisory capacity for Career Counselor I staff or graduate intern.
22. Participate in the planning and development of Career Service policies related to counseling services.

23. Maintain knowledge and proficiency in the use of student databases used in Career Services.
24. Collect required data and assist in maintaining accurate database information. Prepare monthly reports as assigned.
25. Collect required data for the use in semester and annual reports. Assist in writing reports as required.
26. Under the direction of the supervisor, identify, develop, and improve procedural guidelines for Career Services office.
27. Develop instructional materials and methods of delivery for workshops and events; determine the most suitable and effective method of delivery for targeted groups.
28. Serve on office or university committees.
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.
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. Participate and stay abreast of current nationwide career development trends within assigned colleges.
35. Perform additional duties as assigned.

• Periodic:

1. Assist in the review of new assessment tools as needed.

Education

Required	Preferred
Master's degree from accredited institution.	Masters in Counseling, Human Resources, or closely related field.

Other Requirements

Required	Preferred

Strong knowledge of career counseling, including job search strategies and labor market trends.	Knowledge of CSO Interfase software and Banner.
Tact, diplomacy, and discretion required in all matters.	
Must be an effective communicator, with a strong ability to relate well to students and staff, as well as the community.	
Ability to mentor and assist in the training and professional growth of Career Counselor I and graduate assistant positions.	
Knowledge of Microsoft Word, PowerPoint, Internet Explorer and Excel.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Two years of experience in career development in an educational or guidance capacity with high school and/or adult populations.	2 years of experience in career counseling at a university/college setting.

Equipment

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

Working Conditions

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

Supervision

Received	Given
General supervision from immediate supervisor.	Possible direct supervision of assigned staff and students.

Accuracy

Proficiency in all duties performed.

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.