

The University of Texas at San Antonio

Job Description

Job Title: Career Counselor I
Code: 13112
Salary Grade: 58
FLSA Status: Exempt
Department/Division: Career Services
Reports To: Assistant Director

Summary

- **Function:** To provide career counseling and job search assistance to students and alumni in assigned major areas.
- **Scope:** Responsible for providing career development and job search services to students and alumni and identify and marketing job opportunities to 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.
 2. Provide professional development services to students and alumni such as resume reviews, job search skills, interview preparation, mock interviews, networking and professional workplace behavior skills, and career event preparation.
 3. Actively outreach, recruit and prepare students in targeted majors to successfully participate in the on-campus recruiting program and other career related events.
 4. Conduct professional development and career-related workshops and presentations for student groups in order to assist them in development of employability skills.
 5. Provide current information about employment opportunities and labor market trends to students through the use of local, state and federal resources.
 6. Maintain current knowledge of resources available for information related to labor and employment laws and guidelines.
 - Employer Relations**
 7. Communicate and coordinate employer contacts and information requests with the Employer Relations staff members.

8. Work with Internship Coordinator to develop relationships with employers and internship/co-op sponsors and assist them in locating qualified candidates for job openings.
9. Coordinate, assist, and participate in employer information sessions to market their role, services, and employment opportunities. Recruit and market sessions to applicable students/majors.
10. Participate in career fairs, on-site employer visits, and university events that increase visibility and awareness of Career Services.

Campus/Community Relations

11. Establish and maintain presence in assigned college and/or Career Services office and provide career development related services.
12. Build strong working relationships with departmental faculty and staff. Act as a liaison between academic departments, the colleges, and Career Services.
13. 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.

Assessment

14. Understand and ethically apply specified theories used in career planning and exploration, i.e. Holland Theory and Jung's Theory of Personality.
15. Maintain knowledge and proficiency in the use of assessment tools to assist students and alumni with career planning and development.
16. Administer, interpret and use assessment tools in conjunction with career exploration and planning sessions with students/alumni to assist with effective outcomes for career understanding and choices.

Administrative

17. Maintain knowledge and proficiency in the use of student databases used in Career Services.
18. Prepare monthly reports as assigned.
19. Develop instructional materials and methods of delivery for workshops and events. Determine the most suitable and effective method of delivery for targeted groups.
20. Maintain knowledge in the use of current online tools and resources that assist students with a job search and building a professional network.

Personal Development

21. Seek out and participate in professional development to update skills and abilities as a career counselor. Utilize local, state, and professional workshops and seminars, including web casts and online resources.
22. Participate in appropriate and/or recommended professional reading to enhance knowledge of career development and career planning practices.
23. Participate in mandatory and voluntary university-hosted training and development opportunities that are applicable to the performance of job requirements and compliance.
24. Stay abreast of current career development and planning trends within assigned colleges.
25. Perform other duties as assigned.

- Periodic:
 1. Assist in projects as assigned.

Education

Required	Preferred
Bachelor's degree.	Master's degree in Counseling or Human Resources from an accredited institution.

Other Requirements

Required	Preferred
Basic knowledge of career counseling skills, including job search strategies and labor market trends.	Knowledge of CSO Interfase software and Banner.
Tact, diplomacy, and discretion required in all matters.	
Strong communication and interpersonal skills to establish rapport with students, staff and faculty, as well as community resources.	
Knowledge of Microsoft Word, Excel, PowerPoint, and Internet Explorer.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
One year of experience in career development in an educational or guidance capacity with high school and/or adult population.	One year of experience in career counseling in a university or college setting.

Equipment

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

Working Conditions

Usual	Special
Usual office environment.	Some evening hours required.

Supervision

Received	Given
General supervision from immediate supervisor.	Direct and indirect supervision of assigned student workers.

Accuracy

Proficiency in all phases of the 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.