



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
CAREER SERVICES ADVISOR	CLASSIFIED	GRADE: K MONTHS:
BOARD POLICY REFERENCE: 2008/2009 CLASSIFICATION REVIEW		Board Approved: 08/11/09

JOB DESCRIPTION:

Under direction, advise students on career planning and employment issues; develop, coordinate and implement activities and events to support career development; assist the department manager with coordination and evaluation of the Career Development Services Program, and perform related work as required.

SCOPE:

The Career Services Advisor performs a broad range of activities designed to assist students with identifying and achieving career goals. This includes personalized one-on-one coaching and specialized group presentations, seminars and events to provide students with skills and resources for success.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Assesses student needs, reviews goals and advises students on career planning, interviewing strategies, resume writing, networking and job search techniques.
2. Gathers, analyzes and maintains data and statistical information to evaluate effectiveness of services and to identify goals to meet student needs.
3. Provides direction for the Career Fair planning committee; oversees implementation of the annual event; monitors budget for the event.
4. Plans and conducts classroom presentations and seminars on job searching, resume writing and interviewing skills; coordinates Career Center and Seminar Series.
5. Plans marketing and outreach services to promote Career Development Services; prepares promotional materials; represents the college at various functions.
6. Serves as an advocate and liaison for students using College resources and with the business community to facilitate college-to-career success.
7. May supervise and train student and short-term non-continuing (STNC) employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Work independently with minimum supervision; monitor, track and compile statistical information; give and follow written and oral instructions; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population; give presentations to individuals and groups, maintain knowledge of local job market trends; communicate effectively in English, both verbally and in writing.

KNOWLEDGE OF:

Economic and labor market conditions and trends; variety of vocational career opportunities and majors and criteria for choosing those careers; career development techniques; career assessment tools and tests; accepted employment practices; Federal and State labor laws and regulations including EEO, Americans with Disabilities Act; laws and regulations governing state and federal funded programs; budgets and revenue control.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Associate's degree with relevant coursework (such as Human Resources, Business Administration, Behavioral or Social Sciences or a related field); Bachelor's degree preferred.

Experience:

Increasingly responsible experience in career development, human resources, or job placement.