



Job Description

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| Job Title: | Career Planning Advisor | Job Code: | 3210 |
| Department: | Career/Job Placement | Grade: | J |
| Date: | May, 2000 | FLSA: | Exempt |

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Performs a variety of administrative tasks related to assessing students' skills and interests, assisting in implementing their career decisions and in their job search.

Characteristic Duties and Responsibilities:

1. Advises students and alumni on career development and other employment matters.
2. Trains students in job search and planning skills including resume writing and interviewing.
3. Designs and implements various workshops and seminars in career planning and job hunting skills.
4. Contacts and consults with area businesses regarding position openings and participation in employer panels and job fairs.
5. Writes, designs, and coordinates production of marketing materials for services and events.
6. Maintains awareness of current trends in field and maintains a library of resources available to students.
7. Gathers and analyzes information to prepare reports on activities.
8. Provides information regarding scope and availability of services to students through class presentations and workshops.
9. Updates job information on automated phone system.

Reporting Relationships:

Direction Received: Reports to Director of Advisement/Career Services.

Direction Given: No responsibility or authority for supervision of others, project direction, or program administration.

Minimum Requirements:

Requires broad knowledge of basic theories and principles, concepts and methodology acquired through the attainment of a Bachelor's degree in a social science discipline and one year of related experience. Master's degree in Counseling preferred.



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Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of local, state, and federal employment issues.

Presentation skills.

Knowledge of computer and office software applications.

Working Conditions:

Typical office environment.