



DATE ISSUED: 03/18
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Career Consultant

JOB SUMMARY

Provides specialized individual and group career counseling, consulting and advising in an effort to assist students in developing the competencies required to become informed about their choice of a major, career options, opportunities related to their personal and professional objectives, and to make informed decisions concerning career goals. Utilize career development and student development theories to design, deliver, and evaluate services such as consulting, career assessments, presentations and workshops, industry programs, career education literature and handouts, and learning activities. Liaises and collaborates with senior stakeholders including faculty, administration, staff, employees, and students / student groups on special programming initiatives. The position serves as a liaison between the Career Connections Center and college administrators, faculty and students in the assigned college(s) and is expected to work collaboratively with Academic Advising and the Pioneer Center for Student Excellence. This position is normally focused on one of five colleges/schools and is expected to become an expert in career and employment opportunities for a segment of the TWU population. Gathers and synthesizes workforce and labor market information and liaise with local, regional, and national employers to gain insight into industry, hiring needs, and expand career and internship opportunities for undergraduate and graduate students, and alumni. The incumbent must show initiative, enthusiasm, and dedication to helping students reach their career goals, work independently, and be able to effectively interact with faculty and administrators. Work is performed under general supervision and performance evaluation is based upon completion of assignments and results obtained. Performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Associate Director Consulting and Programming

Supervises: May supervise undergraduate and graduate interns

ESSENTIAL DUTIES - *May include, but not limited to the following:*

- Provides individual and group career counseling and advising.
- Recommends, administers, and interprets standardized career assessment inventories, including but not limited to: FOCUS2, MBTI, Strong Interest Inventory, card sorts, etc.
- Provides occupational information.
- Develops and presents workshops, programming and occupational information to various audiences, including employers.
- Performs operations of Handshake, the Center's online job/internship search resource including approving uploaded student resumes and writing/updating articles.
- Develops and maintains industry technical knowledge and operations, with regard to programs including but not limited to: Handshake, FOCUS2, OptimalResume, Blackboard, Canvas, and social media (LinkedIn).
- Attends peer staff meetings, trainings, and occasional off-campus training/workshops throughout the year. Participation in external professional associations is necessary.
- Conducts research on trends in career development and workplace readiness, and apply knowledge of learning strategies and techniques to help create appropriate, cutting edge programs and content.
- Develops curriculum for and conducts career development related workshops and class presentations.
- Markets and implements career related programs and gathers data to analyze program effectiveness.
- Designs and updates career-related handouts, tip sheets, worksheets, and presentation (in-person and online) to facilitate career education.
- Evaluates and determines validity of online resources for Center.
- Updates staff on activities and issues.
- Works collaboratively with faculty and staff in all areas of the university.
- Acts as a liaison to one or more colleges and provides reports on activities and program outcomes.
- Assists with annual Career Fairs and Career Networking Receptions, and other program/events as necessary.
- May work remotely in Dallas or Houston.
- May develop and maintain web page information for career counseling/advising topics.
- Maintains effective communication and provides high quality customer service to students, faculty, staff, and employers.
- Creates effective marketing strategies/materials to increase participation in Career Connections Center initiatives.
- Participates in the development and delivery of departmental and Student Life Division initiatives and assist other staff with implementing programming.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Master's degree in Higher Education or a related field required. Significant professional experience may be substituted for a Master's degree.

EXPERIENCE

One year of experience in the field of Higher Education with preference in Career Services.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Advanced knowledge of career development theories, coaching, career decision making, learning styles, and job search techniques.
- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; and learning and motivation.
- Knowledge of needs assessment theory, processes, and practice, workshop and program design.
- Knowledge of print and online career resources.
- Advanced knowledge of industry and job market trends.
- Advanced knowledge of LinkedIn and other social media tools.
- Ability to work collaboratively with colleges and schools, the Pioneer Center for Student Excellence, and student life units.
- Ability to work autonomously and as a team oriented individual that is able to work evenings and weekends as needed.
- Ability to provide and analyze statistical data for periodic and end of year reporting.
- Ability to be sensitive to issues of diversity and ability to work in a diverse environment.
- Ability and familiarity with computer applications in a career services setting.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies.
- Ability to establish and maintain effective work relations with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, electronically, in person, and in writing.
- Ability and willingness to occasionally travel on behalf of TWU and Career Connections Center.
- Understanding of social media for communication with students.
- Ability to use a personal computer and other office equipment, including university related software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

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All positions at Texas Woman's University are deemed security sensitive requiring background checks.