

East Carolina University

CAREER COUNSELOR

Vacancy #: 929800

Salary Range: Commensurate with Qualifications

Closing Date: Open Until Filled

The Career Counselor for the College of Arts and Sciences will report to the Director of Career Services or a designee of the Director.

The Career Counselor will be responsible for various aspects of the career development process and programming for students in majors within the Thomas Harriot College of Arts and Sciences. The undergraduate enrollment for the College is approximately 3600 students.

Advise students on internship, co-op and post-graduation employment opportunities and strategies for career success.

The Career Counselor will create, schedule, conduct and evaluate career programming on a variety of topics to include but not limited to: resume writing, interview techniques, social media and the job search process professionalism.

The Career Counselor will create, maintain and enhance relationships with hiring employers in industry by increasing their visibility on campus through employer presentations and coordinate such relationships with the Career Center Employer Relations team.

The Counselor will work directly with faculty, administration and student professional organizations to coordinate career-related activities and produce recruitment events. The Counselor will represent the office on campus committees.

The Counselor will continually pursue Faculty partners within the college to intentionally integrate career development activities within the classroom.

The Counselor will complete reports on activities and student employment information to contribute to the departmental assessment plan.

The Counselor will also support and promote career programs and events offered by the Career Center, including career fairs, on-campus interviewing, employer information programs, and department supported activities. This position will develop and present job database training for students, faculty, and staff and is responsible for increasing student participation in the job database for employment and career development opportunities.

Other duties as may be assigned by the Director.

Minimum Qualifications:

A master's degree in higher education, student affairs, career counseling, or related area and one year of experience providing direct career counseling and career development education in a higher education setting.

Strong knowledge of employer recruitment strategies, job market trends, occupational, career and employment information sources.

Ability to interact with a diverse student, staff and faculty population.

Demonstrated skill in establishing effective working relationships with staff of all levels, faculty, academic

personnel, employers and alumni.

Experience and proficiency with incorporating the use of technology to deliver career services.

Excellent writing, presentation, and organizational skills required.

All degrees must be received from appropriately accredited institutions and conferred by the time of hire.

Preferred Education and Experience:

Two years of direct experience within a college or university career center providing career counseling to undergraduate, graduate, and/or student athletes.

Special Instructions to Applicants:

In order to be considered for the position, all applicants are required to submit online a candidate profile, a letter of interest, a current resume, and a list of three references including contact information.

Additionally, original official transcripts, a criminal background check, and three signed letters of reference will be required upon offer of employment. All degrees must be received from appropriately accredited institutions and conferred by the time of hire.

East Carolina University seeks to create an environment that fosters the recruitment and retention of a more diverse student body, faculty, staff and administration. In order to promote the university's diversity goal, Student Affairs strongly encourages applicants from women, minorities, and historically underrepresented groups.

Additional Instructions to Applicants:

Applicants must complete a candidate profile or staff application (see "Application Types Accepted" below) online via the PeopleAdmin system. In addition, applicants must submit the documents requested in order to be considered for the position.

Application Types Accepted:

Candidate Profile (EPA only)

Applications will be considered until position is filled. ECU application for vacancy # 929800 to ECU Human Resources at www.jobs.ecu.edu.

East Carolina University is an Equal Opportunity/Affirmative Action Employer.

Visit this job posting at ecu.peopleadmin.com/applicants/Central?quickFind=78227

Apply Here: <http://www.Click2Apply.net/vvf3kfx>