

Job Description

Vacancy #: 925003

Salary Range: Commensurate with Qualifications

Closing Date: Open Until Filled

The Counselor - Career Development will coach and/or advise students on their career aspirations and assists students in establishing their career goals, as well as advising students on career readiness topics, such as resume writing, professional correspondence, job search strategies, research on companies, and interview preparation. The Counselor will work collaboratively with the Career Services team and Academic units to develop, plan, coordinate, and implement career programs and events that foster students' career exploration; increases overall career readiness and preparation; and helps recent graduates successfully transition into their careers. The Counselor is responsible for developing and disseminating information, increasing student participation, and promoting Career Services programs to students, faculty, and staff through a variety of workshops, written materials, and Career Services web site. Additionally, this position is responsible for promoting Career Services by making presentations to classes, student organizations, and employers as well as providing career information, planning programs, instruct first year seminar and career development activities to students and first-year-out graduates on an individual or group basis. This function has the responsibility of hiring, training, and supervising graduate and undergraduate student assistants.

The Counselor will support and promote career programs and events offered by Career Services, including career fairs, on-campus interviewing programs, and other programs. 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 or designee.

Minimum Qualifications:

A Master's Degree in higher education, student affairs, career counseling or related area is required. Must have had a minimum of two years of full time experience providing career counseling and career development 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.

Preferred Education and Experience:

Four 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. Please submit an online ECU application for vacancy #925003 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=81053

Apply Here : <http://www.Click2Apply.net/5qrctn6tvd>