



## **Career Counselor 2 (CLASS, STEM, Alumni)**

Link to apply:

[https://jobs.uh.edu/postings/search?utf8=%E2%9C%93&query=&query\\_v0\\_posted\\_at\\_date=&643=&query\\_organizational\\_tier\\_3\\_id=316&query\\_organizational\\_tier\\_2\\_id=any&query\\_organizational\\_tier\\_1\\_id=any&query\\_position\\_type\\_id=1&commit=Search](https://jobs.uh.edu/postings/search?utf8=%E2%9C%93&query=&query_v0_posted_at_date=&643=&query_organizational_tier_3_id=316&query_organizational_tier_2_id=any&query_organizational_tier_1_id=any&query_position_type_id=1&commit=Search)

<b>Job Title</b>	Career Counselor 2 (CLASS)
<b>Posting Number</b>	S003316
<b>Hiring Department</b>	University Career Services:H0215
<b>Grade</b>	UHE 108
<b>Hiring Range</b>	2,992.00 - 3,815.00
<b>Full Time/Part Time</b>	Full-time
<b>App Type Search By</b>	External / Internal
<b>Job Description</b>	<p>Provides career advising, career counseling, and job placement services to undergraduate and/or graduate students and alumni of a college. Coordinates career counseling activities and programs.</p> <p>Advises and counsels students regarding career selection, job searches and internships.</p> <p>Assists students with search techniques, resume preparation, interviewing strategies, networking and recruiting schedules.</p> <p>Conducts workshops and seminars concerning career preparation, interview skills and job search techniques.</p> <p>Coordinates with the office of University Career Planning and Placement and other on-campus and off-campus offices and organizations to provide students with varied resources and information.</p> <p>Coordinates the work of counseling staff and manages their on-going training and professional development.</p>

	<p>Manages and evaluates career counseling services and programs; prepares status reports; and recommends and implements improvements to services.</p> <p>Implements, manages and evaluates systems and resources used to provide counseling services.</p> <p>Performs other job-related duties as assigned.</p>
<b>Minimum Qualifications</b>	<p>Requires bachelor's degree from a college or university or an equivalent in-depth specialized training program that is directly related to the type of work being performed.</p> <p>Requires a minimum of three (3) years of directly job-related experience.</p>
<b>Additional Posting Information</b>	<p>Provides career counseling, advising, and job search coaching to undergraduate, graduate students and alumni. Coordinates career counseling activities, outreach and targeted programming for University of Houston (UH) students within the College of Liberal Arts and Sciences (CLASS).</p> <p>Job Duties</p> <p>Advises and counsels students regarding career exploration, job searches and internships.</p> <p>Engage and assist students with search techniques, resume preparation, interviewing, networking, and recruitment strategies.</p> <p>Conducts workshops and seminars concerning career preparation, interviewing skills and job search techniques.</p> <p>Promote University Career Services (UCS) recruitment services such as Cougar Pathway and engage students/alumni participation in career fairs, on-campus recruitment, and other UCS events.</p> <p>Manages projects and events from inception to implementation.</p> <p>Collaborates with the College of Liberal Arts and Sciences, and other on-campus and off-campus partners, organizations, and employers to provide students with relevant resources and information.</p> <p>Coordinates and manages projects of counseling staff through on-going training and professional development.</p> <p>May direct projects and provide support to student assistants and practicum interns as needed.</p> <p>Manages and evaluates career counseling services and programs; prepares monthly status reports; strategically recommends and implements improvements to services.</p>

	<p>Analyze and interpret career assessment results and incorporate in career counseling and coaching sessions.</p> <p>Working knowledge of relevant labor market trends, and salary resources.</p> <p>Active participation in related national, local, and/or regional professional associations. Engages in continuing education, trainings, and on-going professional development opportunities.</p> <p>Performs other career counseling, outreach, project management duties as assigned to accomplish the mission and goals of University Career Services at UH.</p>
<b>Security Sensitive Position</b>	Yes
<b>Retirement Program</b>	TRS

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<b>Job Title</b>	Career Counselor 2 (STEM)
<b>Posting Number</b>	S003315
<b>Hiring Department</b>	University Career Services:H0215
<b>Grade</b>	UHE 108
<b>Hiring Range</b>	2,992.00 - 3,815.00
<b>Full Time/Part Time</b>	Full-time
<b>App Type Search By</b>	External / Internal
<b>Job Description</b>	<p>Provides career advising, career counseling, and job placement services to undergraduate and/or graduate students and alumni of a college. Coordinates career counseling activities and programs.</p> <p>Advises and counsels students regarding career selection, job searches and internships.</p> <p>Assists students with search techniques, resume preparation, interviewing strategies, networking and recruiting schedules.</p>

	<p>Conducts workshops and seminars concerning career preparation, interview skills and job search techniques.</p> <p>Coordinates with the office of University Career Planning and Placement and other on-campus and off-campus offices and organizations to provide students with varied resources and information.</p> <p>Coordinates the work of counseling staff and manages their on-going training and professional development.</p> <p>Manages and evaluates career counseling services and programs; prepares status reports; and recommends and implements improvements to services.</p> <p>Implements, manages and evaluates systems and resources used to provide counseling services.</p> <p>Performs other job-related duties as assigned.</p>
<b>Minimum Qualifications</b>	<p>Requires a bachelor's degree from a college or university or an equivalent in-depth specialized training program that is directly related to the type of work being performed.</p> <p>Requires a minimum of three (3) years of directly job-related experience.</p>
<b>Additional Posting Information</b>	<p>Provides career counseling, advising, and job search coaching to undergraduate, graduate students and alumni. Coordinates career counseling activities, outreach and targeted programming for University of Houston (UH) students within the areas of Science, Technology, Engineering, and Mathematics (STEM) related programs.</p> <p>Job Duties</p> <p>Advises and counsels students regarding career exploration, job searches and internships.</p> <p>Engage and assist students with search techniques, resume preparation, interviewing, networking, and recruitment strategies.</p> <p>Conducts workshops and seminars concerning career preparation, interviewing skills and job search techniques.</p> <p>Promote University Career Services (UCS) recruitment services such as Cougar Pathway and engage students/alumni participation in career fairs, on-campus recruitment, and other UCS events.</p> <p>Manages projects and events from inception to implementation to include the annualSTEM career fair geared for students within the colleges of Natural Sciences and Mathematics; Engineering, and Technology.</p>

	<p>Collaborates with STEM related colleges, and other on-campus and off-campus partners, organizations, student councils, and employers to provide students with relevant resources and information.</p> <p>Coordinates and manages projects of counseling staff through on-going training and professional development.</p> <p>May direct projects and provide support to student assistants and practicum interns as needed.</p> <p>Manages and evaluates career counseling services and programs; prepares monthly status reports; strategically recommends and implements improvements to services.</p> <p>Analyze and interpret career assessment results and incorporate in career counseling and coaching sessions.</p> <p>Working knowledge of labor market trends, salary resources, and STEM related student needs to include international students and those studying abroad.</p> <p>Active participation in related national, local, and/or regional professional associations. Engages in continuing education, trainings, and on-going professional development opportunities.</p> <p>Performs other career counseling, outreach, project management duties as assigned to accomplish the mission and goals of University Career Services at UH.</p>
<b>Security Sensitive Position</b>	Yes
<b>Retirement Program</b>	TRS

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<b>Job Title</b>	Career Counselor 2 (ALUMNI)
<b>Posting Number</b>	S003314
<b>Hiring Department</b>	University Career Services:H0215
<b>Grade</b>	UHE 108
<b>Hiring Range</b>	\$2992.00- \$3815.00
<b>Full Time/Part Time</b>	Full-time
<b>App Type Search By</b>	External / Internal

<b>Job Description</b>	<p>Provides career advising, career counseling, and job placement services to undergraduate and/or graduate students and alumni of a college. Coordinates career counseling activities and programs.</p> <p>Job Duties</p> <p>Advises and counsels students regarding career selection, job searches and internships.</p> <p>Assists students with search techniques, resume preparation, interviewing strategies, networking and recruiting schedules.</p> <p>Conducts workshops and seminars concerning career preparation, interview skills and job search techniques.</p> <p>Coordinates with the office of University Career Planning and Placement and other on-campus and off-campus offices and organizations to provide students with varied resources and information.</p> <p>Coordinates the work of counseling staff and manages their on-going training and professional development.</p> <p>Manages and evaluates career counseling services and programs; prepares status reports; and recommends and implements improvements to services.</p> <p>Implements, manages and evaluates systems and resources used to provide counseling services.</p> <p>Performs other job-related duties as assigned.</p>
<b>Minimum Qualifications</b>	<p>Requires a 4 year degree from a college or university or an equivalent in-depth specialized training program that is directly related to the type of work being performed.</p> <p>Requires a minimum of three (3) years of directly job-related experience.</p>
<b>Additional Posting Information</b>	<p>Master's degree in a related field is strongly preferred. Related educational fields may include counseling, licensed professional counseling, higher education, human resources, and business.</p>
<b>Security Sensitive Position</b>	<p>Yes</p>
<b>Retirement Program</b>	<p>TRS</p>