

Posting Information

Posting Number HMAE652

Advertised Title Career Advisor

Campus Location Main Campus (Memphis, TN)

Position Number 012714

Category Staff (Hourly/Monthly)

Department Career Services

Minimum Position Qualifications Master's Degree in counseling, college student personnel, higher education or a related field and one year of higher education, career services, counseling, or student personnel experience. Relevant experience may substitute for required education.

Special Conditions The department is especially interested in candidates with experience in working with new student orientation and peer advising programs, outreach activities, undergraduate student advising, web content management systems, social media, and online career management systems. Excellent communication skills are required.

Work Schedule Monday – Friday
8:00 a.m. – 4:30 p.m.
May need to work/travel beyond normal work schedule

Posting Date 05/05/2015

Closing Date 05/22/2015

Open Until Filled No

Hiring Range \$35,000 - \$40,000 per year

Full-Time/Part-Time Full-Time: Benefits Eligible

Working Conditions While performing the duties of this job, the employee is regularly required to sit; use hands to handle, or feel; and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand; reach with hands and arms; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

Special Instructions to Applicants All applications must be submitted online at workforum.memphis.edu
Applicants must complete all applicable sections of the online application in order to be considered for a position. Please upload a cover letter, resume,

and reference list after completing your application, if required by the system.

Candidates who are called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Job Duties

The duties and responsibilities listed are intended to describe the general nature and level of work to be performed in this position and are not to be construed as an exhaustive list of the requirements of this job.

Provides individual, in-depth career advising including career planning, resume critiques, mock interviews, job search methods, and other career-related activities for students and alumni. Assist students in identifying possible careers.

Conducts outreach to students/alumni and assist in marketing career services programs and services.

Conducts research and maintain current knowledge about majors, careers, occupations, and opportunities for employment, training, and further study. Identifies internal and external resources of potential benefit to students.

Coordinates and presents workshops and seminars and other career-related programs and services to students. Represents the department at university related events by hosting information tables.

Develops, coordinates, and conducts career education programs for advisers and other faculty and staff.

Maintains advising notes on students receiving services. Tracks students in case load and assess and report retention rate of students on an annual basis. Develops semester and annual reports on career advisement activities and outcomes.

Provides career advice and guidance to new and undecided students as well as students referred by faculty/staff who need assistance in declaring a major or choosing another major. Identifies barriers to successful career development for students. Coordinates and presents at New Student Orientation.

Assists in the continued development of the Career Peer Advisors Program. Supervises the Career Peer Advisors.

Serves as liaison to academic advisors, career counselor, and other faculty and staff to promote a seamless career development process for students.

Works collaboratively as a team member on Career Services initiatives such as career fairs, information sessions, on-campus recruitment, development of marketing materials, assessment of career programs and services as well as on university committees. Other duties as assigned.

To apply, please visit [http:// https://workforum.memphis.edu/](https://workforum.memphis.edu/)