

**JOB DESCRIPTION:**

The **Career Development Coach** at the University of South Carolina Career Center is one of six coaches who advance students' career development by providing effective career counseling, coaching and advising, and who manage counseling and career services for designated college(s) liaison areas (2 liaison roles available: Engineering & Computing or Arts & Sciences) Career Coaches assist with programming consistent with the goals and objectives of the Career Center.

The Career Center at the University of South Carolina is a centralized Career Center with a satellite office located in the College of Engineering & Computing. The Career Center is a part of the Department of Enrollment Management which is a part of the Division of Student Affairs & Department of Academic Support.

This staff member will report to either the Associate Director for Operations and the College of Engineering & Computing Satellite Office (Engineering & Computing Liaison) or the Associate Director for Career Development & Experiential Education (Arts & Sciences Liaison).

**Duties include (but are not limited to):**

**PROGRAM MANAGEMENT:** Manage career services for students in liaison area (either the College of Engineering & Computing or College of Arts & Sciences), to include a significant focus on relationship building with College faculty and staff.

**PROMOTION& OUTREACH:** Increase student participation in career counseling, coaching, and advising through a variety of formats including drop-in interactions, individual appointments, and presentations/workshops.

**COUNSELING/COACHING/ADVISING:** Help students understand the relationship between self-knowledge and major/career choice through formal and informal career assessments.

**COUNSELING/COACHING/ADVISING:** Provide students with relevant occupational, educational, and employment information that helps them to explore a wide range of major/career options.

**COUNSELING/COACHING/ADVISING:** Increase awareness and promotion of experiential education opportunities to students.

**COUNSELING/COACHING/ADVISING:** Empower students to make reasoned major/career choices and to develop realistic implementation plans.

**COUNSELING/COACHING/ADVISING/INSTRUCTION:** Improve student preparedness for job search activities and professionalism in the workplace.

**PROGRAM MANAGEMENT:** Coordinate the Career Ambassador (CA) program utilizing student volunteers to assist with career counseling/coaching/advising. (Arts & Science Liaison only)

**SUPERVISION:** Supervise Graduate Assistant who supports career services for arts & sciences and assists in oversight of Career Ambassador Program. (Arts & Sciences Liaison only)

**OPERATIONS/SUPERVISION:** Assist Associate Director with logistics involved in management

of the Engineering & Computing satellite office location, to include direct supervision of graduate assistants and indirect supervision of undergraduate student workers. (Engineering & Computing Liaison only)

**CLIENT RELATIONS:** Provide employers with information on employer services and collaborate with employers to provide career-related programming for students. (Engineering & Computing Liaison)

**OTHER:** Participate in Career Center and Division of Student Affairs and Department of Academic Support committees and events.

This staff member will receive new hire and ongoing training, as well as regular (bi-weekly or more) supervision. This staff member will have a considerable amount of independence and discretion in the role once it is determined that they have been sufficiently trained and can successfully manage expectations.

**MINIMUM QUALIFICATIONS:**

Masters degree in Student Personnel Services or related field and 1 year related experience, or bachelor's degree and 3 years related experience.

**PREFERRED QUALIFICATIONS:**

A strong candidate will have skills in career counseling, psychometric assessment, program planning, public relations, and group presentations.

**APPLICATION INSTRUCTIONS:**

Candidates MUST apply online through the University of South Carolina's online system. Please see <http://hr.sc.edu/employ.html> and search for positions under Career Center.

For more information on the USC Career Center see [www.sc.edu/career](http://www.sc.edu/career).

## Salary

\$38,703 USD Per Year (minimum based on minimum qualifications). Candidates who exceed minimum qualifications may be eligible for a hire above the minimum.

## Application Information

**Contact:** Vicki Hamby  
Career Center  
University of South Carolina

**Phone:** 803-777-3966

**Fax:** 803-777-7556

**Online App. Form:** <http://hr.sc.edu/employ.html>

*The University of South Carolina does not discriminate in educational or employment opportunities or decisions for qualified persons on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status.*