

JOB DESCRIPTION

Job Title:	Career Consultant	Job Code #: Position #	33088 0602, 1869, 3426, 3427
Department Name:	Center for Career and Professional Development	Department #:	27210
Job Reports to:	Associate Director	Jobs Reporting to this Job:	None
Salary Level	B	Exempt/Non-Exempt:	Exempt
Effective Date:	10/7/2014	Revision Date:	7/15/2015

Job Summary:

The Career Consultant is responsible for supporting the University Career Services department by advising students on career preparation and development; coordinating with TCU faculty and staff in developing and presenting career development programs; collaborating with faculty and staff in determining career opportunities for students.

Duties and Essential Job Functions:

1. Serves as the Career Services liaison to assigned college by providing career advisement to college specific students and alumni as well as pre-majors; conducting individual and group advising sessions; administers and interprets career assessment instruments; conducts mock interviews, critiques electronic resumes, and assists clients with web-based career management system; creating a presence within assigned college by promoting services to students, building relationships with faculty and staff, and attending college and department specific meetings. Plans and implements college/department specific workshops, classroom presentations and student organization presentations.
2. Educates students on career-related topics by planning and implementing college/department specific workshops, classroom presentations, and student organization presentations.
3. Serves as a resource for all students and alumni by providing support for and attending department, college, and university-wide focused programming including networking nights, on-campus workshops, career expos, and other experiential events.
4. Performs other related duties as assigned.

Required Education and Experience:

- Master's Degree in psychology, social work, the sciences, education, or a closely related field.
- 2 years equivalent experience in a university career center providing advising/counseling services.

Preferred Education and Experience:

- None

Required Licensure/Certification/Specialized Training:

- None

Preferred Licensure/Certification/Specialized Training:

- None

Knowledge, Skills & Abilities:

- Knowledge of communications, presentations and interpersonal relationship techniques.
- Knowledge of career development theory.
- Knowledge of customer service techniques.
- Skill in career advising.
- Skill in some or all components of Microsoft Office, Social Media, and InDesign.
- Ability to administer and interpret career assessment instruments, (MBTI, Strong and Strength Finder).
- Ability to establish priorities and coordinate projects.

Physical Requirements (With or Without Accommodations):

- Visual acuity to read information from computer screens, forms and other printed materials and information.
- Able to speak (enunciate) clearly in conversation and general communication.

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- Hearing ability for verbal communication/conversation/responses via telephone, telephone systems, and face-to-face interactions.
- Manual dexterity for typing, writing, standing and reaching, flexibility, body movement for bending, crouching, walking, kneeling and prolonged sitting.
- Lifting and moving objects and equipment up to 10 lbs.

Work Environment:

- Work is indoors and sedentary and is subject to schedule changes and/or variable work hours.
- There are no harmful environmental conditions present for this job.
- The noise level in this work environment is usually moderate.

As an AA/EEO employer, TCU recruits, hires, and promotes qualified persons in all job classifications without regard to age, race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, genetic information, covered veteran status, or any other basis protected by law.”

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