



## **SOACE Career Services and Human Resources Job Posting Template**

\*Name of Organization: Wake Forest University

\*Position Title: Career Counselor

Position Function: Educate, prepare, and guide students for the transition from an academic environment to employment. Develop and implement career programs and services. Advise students individually and in small groups. Prepare and deliver career programming for workshops and presentations to large groups.

Essential Duties and Responsibilities: Counsel and educate students regarding career planning and the job search. Guide students in resume preparation, interviewing skills, and career planning. Maintain knowledge of student career interest areas and the job market. Develop and maintain relationships between assigned academic departments/student organizations and the career services office. Prepare and present career development and job search workshops both within the office and in on-campus outreach programming. Apply communication, information management, and other technologies to promoting, administering, and assessing programming. Work with counseling staff to develop and monitor marketing strategies targeting student participation in programming and services.

Minimum Qualifications: Master's degree in counseling, student personnel administration, or related field is required.

Preferred Qualifications: Experience in a higher education or human resources setting is preferred.

Salary Range: \$23,660 – 57,500

Instructions for Applying: For complete details and to apply, go to [www.wfu.edu/hr/careers](http://www.wfu.edu/hr/careers) or call (336) 758-4700. The completion of an online Wake Forest University application is required for this position. Drug screen required.

EOE/AA

\*Posting Date: October 1, 2009

\*Expiration Date: Application review begins immediately, continuing until position is filled.

\*Contact Information:

Name: WFU Human Resources

Address:

Phone: 336.758.4700

Email: [wakejobs@wfu.edu](mailto:wakejobs@wfu.edu)

URL link directly to Job Announcement: <http://www.wfu.edu/hr/careers>

\* Indicates a required field