



# Career Counselor I/II

University Career Center | Full-Time

This position provides individual and group career counseling/coaching/advising for students and alumni in all aspects of the career development, job search, and transition process from college to career. The Career Counselor coaches, advises and supports students in making informed career decisions, setting career goals, choosing a major, developing a personal career plan and initiating and implementing a comprehensive job search plan. The Career Counselor may also advise students on graduate and professional school selection and application. Creates and presents educational programs to classes and groups on a variety of career and job search related topics utilizing current resources and technology. Will also administer and interpret various career, personality and leadership assessments with students individually and in groups. Provide career development programming for academic college and campus liaison areas to align with and support institutional diversity initiatives. Coordinates program area or areas including but not limited to, job shadowing; seminars and workshops; experiential education/internship initiatives; supervision and training of graduate assistants and student employees; developing print and electronic informational materials; and other areas as assigned. Teach courses related to career exploration or job search as assigned. Evening and weekend hours may be necessary.

## Desired Qualifications

- Strong organizational, program development, and communication skills
- Creative thinking/reasoning abilities and demonstrated competency to oversee multiple tasks with attention to detail are essential
- The ability to work effectively in a team environment and with a broad range of internal and external constituents including students, employers, alumni, faculty, and staff
- Demonstrated skills in utilizing technology and current on-line resources and platforms to communicate and interact with today's college student population
- Previous certification or training in career, personality, and leadership related inventories and assessments
- Experience in supervising and training graduate and undergraduate students
- Experience teaching undergraduate students
- Knowledge of internships/experiential education programs for college students are highly desired
- Proficient in Microsoft Office Suite

## Minimum Qualifications

Master's Degree from an accredited institution in Counseling, Education, Higher Education Administration, or related field. Will consider advanced degrees in lieu of experience.

Please utilize the attachment feature of our online employment site and attach the following: 1) cover letter 2) resume; and 3) three professional references. Only complete applications will be considered for review.

*Diversity among its administrators, faculty, staff, and students is an Auburn University commitment. Auburn University is an Affirmative Action/Equal Opportunity Employer. It is our policy to provide equal employment opportunities for all individuals without regard to race, sex, religion, color, national origin, age, disability, protected veteran status, genetic information, sexual orientation, gender identity, or any other classification protected by applicable law.*

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