

# Career Advisor

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## Posting Details

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### Position Information

<b>Job Title</b>	Career Advisor
<b>Position Number</b>	500092
<b>Vacancy Open to</b>	All Candidates
<b>Department</b>	SAH Career Services
<b>Department Homepage</b>	<a href="http://www.ecu.edu/career/">http://www.ecu.edu/career/</a>
<b>Advertising Department</b>	CAREER SERVICES
<b>Division</b>	Student Affairs
<b>Classification Title</b>	Counselor
<b>Working Title</b>	Career Advisor
<b>Number of Vacancies</b>	3
<b>Full Time Equivalent (FTE)</b>	1.00
<b>Full Time or Part Time</b>	Full Time
<b>Recruitment Range</b>	Commensurate with qualifications
<b>Position Location (City)</b>	Greenville
<b>Position Type</b>	Non-Faculty
<b>Job Category</b>	Non-Faculty Instructional & Research

### Organizational Unit Overview

The Division of Student Affairs actively supports the University's missions of education, research, and service by providing comprehensive programs and services to assist each student in developing intellectually, socially, morally, and culturally. The Division anticipates students' developmental needs throughout their collegiate experiences and promotes students development by fostering a community of learning, which encourages individual student involvement and participation. The Division of Student Affairs provides a broad range of support services, activities, and programs that seek to: Assist students in developing respect and appreciation for individual differences, interpersonal civility, and human rights. Enhance the learning environment, facilitate retention, and optimize the student experience. Accommodate the diverse needs of all students. Support a community environment that is welcoming, safe, and secure. Assist students in meeting their basic needs for housing, nutrition, and physical and emotional well-being. Provide the means for students to become active participants and leaders in their own learning. Assist students in developing logical thought processes and sound decision-making skills. Assist students in developing an appreciation of the arts. Moreover, the division seeks to contribute to the development of the

whole individual by fostering in each student a deeper appreciation of the importance of life-long learning, individual responsibility, and human diversity. Through collaboration, the division provides programs and services that are grounded in theory, assessment, and sound practice.

Career Services, within the Division of Student Affairs, assists and guides students and alumni in their career quest. Career Services cultivates employers as partners by initiating and facilitating opportunities in the public, private, governmental, and corporate sectors. Current students are encouraged to use resources such as one-on-one appointments, Handshake, Interview Stream, CareerShift and many other training programs and electronic resources. Career Services provides workshops, programs, and opportunities for students that facilitate career exploration, practical work experience through staff internships, and professional development. This is accomplished through relationships with faculty, employers, businesses, and students.

### **Job Duties**

The Career Advisor will coach and/or advise students on their career aspirations and assist students in establishing their career goals, as well as advising students on career readiness topics, such as resume writing, professional correspondence, job search strategies, research on companies, and interview preparation. The Career Advisor will work collaboratively with the Career Services team and Academic units to develop, plan, coordinate, and implement career programs and events that foster students' career exploration; increases overall career readiness and preparation; and helps recent graduates successfully transition into their careers. The Career Advisor is responsible for developing and disseminating information, increasing student participation, and promoting Career Services programs to students, faculty, and staff through a variety of workshops, written materials, and Career Services web site. Additionally, this position is responsible for promoting Career Services by making presentations to classes, student organizations, and employers as well as providing career information, planning programs, and career development activities to students and first-year-out graduates on an individual or group basis.

The Career Advisor will support and promote career programs and events offered by Career Services, including career fairs, on-campus interviewing programs, and other programs. This position will develop and present job database training for students, faculty, and staff and is responsible for increasing student participation in the job database for employment and career development opportunities.

Other duties as may be assigned by the Director or designee.

### **Minimum Education/Experience**

A master's degree in higher education, student affairs, career counseling, or related area is required. Must have a minimum of one year of full-time experience providing career counseling, career coaching, and career advising or related student services experience in a college/university setting.

Knowledge of employer recruitment strategies, job market trends, occupational, career and employment information sources.

Ability to interact with a diverse student, staff and faculty population.

Demonstrated skill in establishing effective working relationships with staff of all levels, faculty, academic personnel, employers and alumni.

Experience and proficiency with incorporating the use of technology to deliver services.

Excellent writing, presentation, and organizational skills required.

All degrees must be received from appropriately accredited institutions and conferred by the time of hire.

**License or Certification Required by Statute or Regulation** none

**Preferred Experience, Skills, Training/Education** Two years of experience in Career Services, Advising, Residence Life, Enrollment Management or other student related area in higher education.

**Special Instructions to Applicant** In order to be considered for the position, all applicants are required to submit online a candidate profile, a letter of interest, a current resume, and a list of three references including contact information.

Additionally, original official transcripts, a criminal background check, and two signed letters of reference will be required upon offer of employment. All degrees must be received from appropriately accredited institutions and conferred by the time of hire.

East Carolina University seeks to create an environment that fosters the recruitment and retention of a more diverse student body, faculty, staff and administration. In order to promote the university's diversity goal, Student Affairs strongly encourages applicants from women, minorities, and historically underrepresented groups.

**Additional Instructions to Applicant** In order to be considered for this position, applicants must complete a candidate profile online via the PeopleAdmin system and submit any requested documents. Additionally, applicants that possess the preferred education and experience must also possess the minimum education/experience, if applicable.

**Job Open Date** 12/13/2018

**Open Until Filled** Yes

**Job Close Date - Positions will be posted until 11:59 p.m. EST on this date. If no closing date is indicated, the position may close at any time after the initial screening date.**

**Initial Screening Begins** 12/27/2018

**Rank Level**

**Quick Link for Direct Access to Posting** <http://ecu.peopleadmin.com/postings/24411>

**AA/EOE**

East Carolina University is an equal opportunity and affirmative action employer and seeks to create an environment that fosters the recruitment and retention of a more diverse student body, faculty, staff and administration. We encourage qualified applicants from women, minorities, veterans, individuals with a disability, and historically underrepresented groups. All qualified applicants will receive consideration for employment without regard to their race/ethnicity, color, genetic information, national origin, religion, sex, sexual orientation, gender identity, age, disability, political affiliation, or veteran status.

Individuals requesting accommodation under the Americans with Disabilities Act Amendments Act (ADAAA) should contact the Department for Disability Support Services at (252) 737-1016 (Voice/TTY).

### Eligibility for Employment

Final candidates are subject to criminal & sex offender background checks. Some vacancies also require credit or motor vehicle checks. ECU participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

### Office of Human Resources Contact Information

If you experience any problems accessing the system or have questions about the application process, please contact the Office of Human Resources at (252) 328-9847 or toll free at 1-866-489-1740 or send an email to [employment@ecu.edu](mailto:employment@ecu.edu). Our office is available to provide assistance from 8:00-5:00 EST.

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## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

1. \* Please indicate where you learned about this job vacancy.
  - Workplace Diversity
  - Diversity.com
  - LinkedIn
  - Greenville Daily Reflector
  - Raleigh News & Observer
  - Chronicle of Higher Education
  - InsightIntoDiversity.com
  - Journal of Blacks in Higher Ed
  - Hispanic Outlook
  - Women in Higher Ed
  - HigherEdJobs.com
  - InsideHigherEd.com
  - Yahoo HotJobs.com
  - Monster.com
  - ECU Website
  - Other

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## Documents Needed To Apply

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### Required Documents

1. Curriculum Vitae/Resume
2. Cover Letter
3. List of References

### Optional Documents

None