



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

DIVISION OF STUDENT LIFE

Position Title: Career Counselor for Disability, Veteran, and Inclusion Initiatives (Advisor II), Center for Career Development
Reports to: Assistant Director of Career Exploration
Classification: Exempt
Grade: 40

The Division of Student Life at the University of Tennessee, Knoxville invites applications and nominations for the position of Career Counselor in the Center for Career Development. This is an exempt, 12 month, full-time, non-tenure track staff position.

The University: The University of Tennessee, Knoxville, is the state's flagship research institution, a campus of choice for outstanding undergraduates, and a premier graduate institution. Enrolling 27,000 students, the campus is located in the foothills of the Great Smoky Mountains and beautiful East Tennessee. As a land-grant university, it is committed to excellence in learning, scholarship, and engagement. In all its activities, the university aims to advance the frontiers of human knowledge and enrich and elevate society. The university values intellectual curiosity, pursuit of knowledge, and academic freedom and integrity. One of the new initiatives of the institution focuses on Experience Learning with the Center for Career Development serving as an important component.

The Division: The Division of Student Life is comprised of over 400 staff who serve our students through 20 departments and functions. Staff are actively engaged in the lives of our students, living and learning with them in our residence halls, student union, and other campus environments. The Division seeks candidates willing to engage, challenge, and support our students through intentional programs and services. In addition, we seek colleagues that are committed to teamwork and have a palpable passion for working with and serving all students.

The Department: The centralized, comprehensive career center serves undergraduate and graduate students and recent alumni from nine academic colleges across campus and assists with all career matters from creating career goals to implementing them. Staff is comprised of 21 professional and administrative positions, 4 graduate assistants, 10 peer career advisors, and several student assistants.

Position Summary:

The Career Counselor for Disability, Veteran, and Inclusion Initiatives serves on the career exploration and campus engagement team to provide major and career counseling; leads outreach to inclusive student organizations, classes, and campus units; provides identity-specific career development programs and services focused on issues of inclusion such as but not limited to race, ethnicity, gender, sexual orientation, disability, and veteran status; connects employers that utilize inclusive hiring practices to students and campus community.

Position Responsibilities:

CAREER COUNSELING:

1. Conduct individual and group career counseling sessions; Interpret Strong Interest Inventory and Myers-Briggs Type Indicator and other assessments for individuals and classes
2. Utilize Handshake and GradesFirst (academic advising) systems to maintain counseling case notes and career education statistics
3. Assist in maintaining the Center for Career Development's "What Can I Do With This Major?" website through research and updates
4. Assist in supervising undergraduate, graduate, and practicum students who are pursuing career counseling skill development

IDENTITY-SPECIFIC CAREER PROGRAMS AND SERVICES:

5. Implement programs and services to address student needs/interests related to inclusion and employment including but not limited to: self-advocacy; requesting accommodations in the workplace; disability disclosure process; rights/responsibilities under the law; participating in internship/employment programs; veteran-friendly employment; national resources
6. Coordinate experiential learning opportunities to connect students to professionals in fields of interest

CAMPUS ENGAGEMENT:

7. Serve as center liaison to campus community on inclusive employment practices and opportunities
8. Collaborate with Student Disability Services, the Office of Multicultural Student Life, Student Support Services-Educational Advancement Program, Veteran Student Services, The Pride Center, and inclusive student and community organizations (such as Tennessee Vocational Rehabilitation) to develop and encourage participation in services and programs offered by the Center for Career Development

EMPLOYER RELATIONS:

9. Support center's employer development team and initiatives relating to inclusive hiring practices
10. Connect employers that utilize inclusive hiring practices to students and campus community
11. Encourage participation in programs such as networking events; lunch and learns, employer of the day, etc.

OTHER:

12. Assist with execution of programs and activities consistent with the center's mission including career fairs, assessment, marketing, etc.;
13. Engage in professional development activities/trainings/memberships to maintain current knowledge of higher education and employment and industry trends;
14. Serve as a consultant and trainer to the center and division staff on issues pertaining to diversity and inclusion in the workplace;
15. Serve on the CARE (Concerns Awareness Representation and Education) for Diversity Committee

Required Qualifications:

Education

Master's degree

Experience

One academic year of experience working with college students or other clients counseling, advising, advocating, or teaching

Knowledge, Skills, & Abilities

- Strong communications skills including interpersonal, oral, written, and listening
- Skills to develop and implement engaging student programs related to decision-making and career development
- Ability to interact with various populations
- Ability to work in confidential settings

Preferred Qualifications:

- One academic year of experience in higher education in areas such as career development, multicultural student life, student disability services, veteran student services
- Experience providing career coaching/advising
- Experience working with employers
- Experience planning and implementing programs/events

Salary: The salary for this position is in the low to mid \$40,000's commensurate with experience and other qualifications and is accompanied by a standard university benefits package.

Application Process: A review of all applications begins on and continues until position is filled. For full consideration, applicants must apply electronically through Taleo system including submission of cover letter, resume, and the names, addresses and phone numbers of three references at

https://ut.taleo.net/careersection/ut_system/jobdetail.ftl?job=190000001V&tz=GMT-05%3A00

All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status.

Eligibility and other terms and conditions of employment benefits at The University of Tennessee are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations.

In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University.

Inquiries and charges of violation of Title VI (race, color, and national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone (865) 974-2498. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.