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**Position Title**: Career Consultant (Advisor II) to the Haslam College of Business, Center for Career Development

**Reports to**: Assistant Director of Employer Development

**Classification**: Exempt

**Grade:** 40

The Division of Student Life at the University of Tennessee, Knoxville invites applications and nominations for the position of Career Consultant 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. With the new office location in Phase I of the Student Union and as recipient of a significant private donation, the Center for Career Development is well positioned to increase its impact on the career and professional development of our students. Staff is comprised of 20 professional and administrative positions, 4 graduate assistants, 10 peer career advisors and several student assistants. The department works collaboratively with the Undergraduate Professional & Career Development office in the Haslam College of Business.

**Position Summar**y: Reporting to the Assistant Director of Employer Development of the Center for Career Development, the career consultant assists students with career plan strategy and implementation through individual and group career consulting; delivers training and programs to student groups, classes, and university staff; builds relationships with and connections among members of the career community - students, families, employers, university staff and faculty and alumni – in order to create opportunities for experiential learning, networking and job and graduate school success. This position is dual-funded with the Haslam College of Business and works closely with the Director of Undergraduate Professional and Career Development to serve HCB students, especially those in Supply Chain Management, Marketing, Management and Human Resources. Consultant will have a physical presence in the HCB in some capacity.

**Position Responsibilities**:

1. Conduct individual and group career consultation sessions for studentswithin designated majors and industry areas; consultations may include but are not limited to industry information, job and experience strategies, and development of communication resources such as resumes, interviews, letters, and linkedin profiles, etc.
2. Plan, develop, and facilitate new career events and initiatives to address career needs and create opportunities for engagement and connections among the career community.
3. Teach a career development course for designated area each semester. Develop, evaluate and revise course materials and assess student learning outcomes.
4. Strategically develop employer relationships through need-based recruiting consultation; maintain successful recruiting activity via job and internship advertising utilizing online technologies and on-campus programming.
5. Increase employer engagement on campus via participation in events such as career fairs, networking events, and other initiatives.
6. Collaborate with faculty and professional staff to deliver career development and employment information and services to various majors, classes, organizations and departments (academic advising centers, academic departments, student professional organizations, TRIO Programs, and others).
7. Track students from designated majors and industry areas and collect data on internships and first destinations of graduating seniors and graduate students; create and disseminate reports based on this information.
8. Utilize Hire-A-VOL and other relevant technologies to facilitate communication and promotion, maintain counseling case notes, and collect and compile data including but not limited to appointments, programming, recruiting activity, assessments and first destination outcomes.
9. Promote a campus-wide career culture to potential and new students and families through participation in summer and transfer orientation programming. Advise Haslam College of Business students during summer orientation if needed.
10. Assist with the execution of the events and programs consistent with the center’s mission, including career fairs, departmental marketing, community outreach, etc.
11. Engage in professional development activities/trainings to maintain current knowledge of higher education and employment and industry trends.
12. Some evening and weekend work is required.

**Required Qualifications:**

Education

Master's degree in college student personnel, higher education administration, counseling or related area.

Experience

Minimum of one academic year experience working with college students, preferably in a setting related to career development, academic advising or student success or one academic year experience working with other clients on job search related skills and topics.

Knowledge, Skills, & Abilities

* Strong interpersonal skills, including oral, written, and listening communication capabilities
* Demonstrated ability to plan, organize and coordinate events and programs
* Computer proficiency

**Preferred Qualifications:**

* Knowledge of job search strategies and career development theories, best practices and resources
* Experience working with students from designated academic disciplines or associated employment industries.
* Familiarity with online career database systems such as Grad Leaders, Handshake, Symplicity and other current and emerging technologies within the career development field.
* Demonstrated ability to build relationships across multiple populations, internal and external to the university.

**Salary:** The salary for this position is in the low $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 July 2 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 to <https://ut.taleo.net/careersection/ut_system/jobdetail.ftl?job=18000000UT&tz=GMT-04%3A00>. Questions and materials can be directed towards the search chair, Ms. Amy Jared at [ajared@utk.edu](mailto:ajared@utk.edu).

*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.*