

Virginia Commonwealth University's (VCU) Career Services will be hiring for 2 **Career Advisor (35214)** positions concurrently through this search. One Career Advisor will be the programming and advising lead for Media & Communications, and the other will be involved with Exploration & Transitions, including Discovery students.

Organizational Overview

At VCU, we Make it Real through learning, research, creativity, service and discovery—the hallmarks of the VCU experience. A premier, urban, public research university nationally recognized as one of the best employers for diversity, VCU is a great place to work. It's a place of opportunity, where your success is supported and your career can thrive. VCU offers employees a generous leave package, career paths for advancement, competitive pay, and an opportunity to do mission-driven work.

Position Primary Purpose and General Responsibilities

Career Advisors provide career advising services to undergraduate, certificate, graduate, and professional students, as well as alumni up to one year after graduation, in designated departments, schools and industries/professions. Services include both one-on-one advising with students/alumni and program development and delivery in collaboration with faculty, staff, community organizations and employers, and students. Career Advisors educate students on the career development process and opportunities that exist (internships, experiential opportunities, jobs, graduate school), and improve advising team knowledge on industries and areas of specialization for effective cross-training and general advising services.

Minimum Hiring Standards

- Master's degree with an emphasis on counseling, student affairs, higher education or related field
- 1-3 years of experience in higher education, recruitment, or related field; relevant graduate assistantships and internships would be considered
- Exceptional communication skills (written, oral, presentation). Demonstrated proficiency designing and delivering presentations.
- Project and program management skills.
- Ability to embrace change and to organize and effectively manage multiple priorities, programs, and projects; time management skills.
- Demonstrated experience developing positive relationships, partnerships, and alliances.
- Ability to collaborate cross-functionally in the office environment and to interface with employers, students, alumni, faculty, and university administrators.
- Demonstrated experience working in and fostering a diverse faculty, staff, and student environment or commitment to do so as a faculty member at VCU.

Preferred Hiring Standards

- Experience working directly with college students and/or young professionals, advising on career and academic development
- Ability to use relevant database systems, (e.g. Handshake, Symplicity, Microsoft Excel)
- Ability to assess and report student learning and program outcomes.

For additional information and to apply, please follow the link below

<https://www.vcujobs.com/postings/88236>

Virginia Commonwealth University is an equal opportunity, affirmative action University providing access to education and employment without regard to age, race, color, national origin, gender, religion, sexual orientation, veteran's status, political affiliation or disability.